United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JANUARY 3, 1905.

GENERAL ORDER NO. 81.

The following executive order is hereby promulgated for the information and guidance of employees of this Department:

"It is hereby ordered that hereafter no officer, clerk, or employee in the executive service of the Government, who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or in any matter in which the Government is interested, or for any person when, in the case of such person, the act is performed during the hours of such notary's service to the Government. Disobedience of this order shall be ground for immediate dismissal from the service."

By order of the Secretary:

A. R. Barrow

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

APRIL 3, 1905.

GENERAL ORDER NO. 81 AMENDED.

The President has directed that the following amendment be promulgated for the guidance of notaries in the public service:

"This order shall not apply to oaths of disinterestedness, or other oaths required to be made by law, provided that the work in connection therewith is not performed during office hours."

W. R. Beard

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JANUARY 16, 1905.

GENERAL ORDER NO. 82.

Lewis Jones, having been appointed Chief Engineer and Captain of the Watch, will, as Chief Engineer, have supervision of the installation of all plumbing, electrical apparatus, blacksmithing, and necessary repairs in such lines of work in the various buildings occupied by this Department (excepting the Weather Bureau and Bureau of Forestry); and as Captain of the Watch he will regulate and assign watchmen in such a manner as will render the most efficient service in the protection of property of the Department.

All employees engaged in duties as above enumerated will be subject to his orders.

By order of the Secretary.

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JANUARY 24, 1905.

SUPPLEMENTARY TO GENERAL ORDER NO. 82.

Mr. Richard H. Cook (in addition to his duties as Messenger) will act as Lieutenant of the Watch, and will be subject to the orders of Mr. Lewis Jones, Captain of the Watch, and will be obeyed and respected accordingly.

By order of the Secretary.

W. R. Beardsley

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

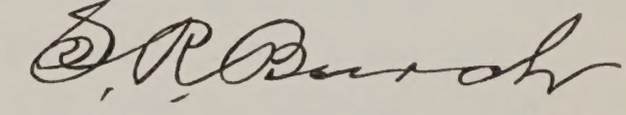
FEBRUARY 8, 1906.

AMENDMENT TO GENERAL ORDER NO. 82.

LEWIS JONES, having been appointed Chief Engineer and Captain of the Watch, will, as Chief Engineer, have supervision of all engineers and firemen and of the installation of all plumbing, electrical apparatus, blacksmithing, and necessary repairs in such lines of work in the various buildings occupied by this Department (excepting the Weather Bureau and Forest Service); and as Captain of the Watch he will regulate and assign watchmen in such a manner as will render the most efficient service in the protection of property of the Department.

All employees engaged in duties as above enumerated will be subject to his orders.

By order of the Secretary:



Chief Clerk.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

GENERAL ORDER NO. 83.

FEBRUARY 3, 1905.

General Order No. 80 will not be held to apply to employees of the Department who are traveling in the field, absent from official station, and not assigned to temporary headquarters.

Chiefs of Bureaus and independent Divisions are hereby directed to give immediate notice to the Chief of the Division of Accounts of the status of all employees now in the field, giving the official station of each and the temporary headquarters. Hereafter in requesting letters of authorization for travel, the Chief requesting such letter will state the official station and the temporary headquarters of the employee, if temporary headquarters are to be assigned. Any change in official station or temporary headquarters of any employee in the field must be reported immediately by the Chief of the Bureau or Division to the Chief of the Division of Accounts.

The matter of selecting official stations and assigning temporary headquarters is placed in the control of the Chiefs of Bureaus and independent Divisions, subject to the approval of the Secretary, and each Chief is expected to select official stations and assign temporary headquarters with justice and equity to employees and in accordance with the best interests of the service.

In all cases where, for equitable reasons, it is desired to allow an employee subsistence or other expenses at temporary headquarters for a longer period than thirty days, the requirements of General Order No. 80 must be followed strictly.

The fiscal regulations regarding laundry shall hereafter be interpreted to allow expense for laundry to employees during absence from official station and temporary headquarters.

All previous orders and the provisions of all letters of authority which conflict with the provisions of this circular are hereby canceled.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

FEBRUARY 1, 1905.

GENERAL ORDER NO. 84.

In consequence of the passage of an Act providing for the transfer of forest reserves from the Department of the Interior to the Department of Agriculture, approved February 1, 1905, there is hereby established a "Service" in the Bureau of Forestry to be designated and known as "The Forest Service," which Service shall consist of the persons transferred to the Department of Agriculture according to the provisions of that Act and of all persons who may be appointed thereto in compliance with civil-service rules by the Secretary of Agriculture, and shall be under the direction and control of the Forester and Chief of that Bureau.

James Wilson

Secretary of Agriculture.

Attested:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

June 17, 1905.

GENERAL ORDER NO. 85.

APPOINTMENT AND DUTIES OF THE SOLICITOR.

Mr. Geo. P. McCabe has been appointed Solicitor of the Department of Agriculture, effective July 1, 1905. He will act as the legal adviser of the Secretary, and is charged with the preparation and supervision of all legal papers to which the Department is a party, and of all communications to the Department of Justice, and to the various officers thereof, including United States Attorneys. He will examine and approve, in advance of issue, all orders and regulations promulgated by the Secretary under statutory authority. He will represent the Department in all legal proceedings arising under the various laws entrusted to the Department for execution. He will prosecute applications of employees of the Department for patents, under the terms of Department Circular No. 3, 1905. His duties will be performed under the immediate supervision of the Secretary.

JAMES WILSON,
Secretary.

No.
BUREAU OF ANIMAL INDUSTRY.
Rec'd JUN 23 1905
Answered 1905
Signature.....By.....

File

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

SEPTEMBER 7, 1905.

GENERAL ORDER NO. 86.

The following Executive Order is hereby promulgated for the information and guidance of the employees of this Department:

"The President directs that in all matters which may come before your Department pertaining to the affairs of the Isthmian Canal Commission, the Chairman of that Commission be consulted before any decisions or rulings are made."

By order of the Secretary:

IRVING FRICKEY,
Acting Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

OCTOBER 2, 1905.

GENERAL ORDER NO. 87.

TO CHIEFS OF BUREAUS, OFFICES, AND DIVISIONS:

A Committee on Personnel for the Department is hereby created. The Committee will be composed of WILLET M. HAYS, Assistant Secretary of Agriculture; S. R. BURCH, Chief Clerk of the Department; and GEORGE P. MCCABE, Solicitor of the Department.

Each Chief of Bureau, Office, or Division is hereby directed to report to the Secretary for reference to the Committee on Personnel, dereliction of duty and actions prejudicial to the interests of the Department by employees thereof. This report shall be made as soon as the improper act is discovered by, or is reported to the Chief, and shall be followed by a prompt and full report of the action which has been taken, or which is recommended by the Chief. The Committee shall consider all such cases, and shall, when deemed necessary by them, investigate the cases further and make report thereon to the Secretary.

Any employee should report to his Chief or to the Secretary any matter which, in the opinion of such employee, should be investigated by the Committee. The Committee is empowered to summon any employee as a witness.

It is not intended that the Committee on Personnel shall interfere with the maintenance of discipline, or a proper supervision of employees, by Chiefs of Bureaus, Offices, or Divisions.

All communications to the Committee should be addressed "Committee on Personnel, U. S. Department of Agriculture, Washington, D. C."

JAMES WILSON,
Secretary.

(COPY)

October 15, 1910.

AMENDMENT TO GENERAL ORDER, NO. 87.

Referring to General Order, No. 87, October 2, 1905, creating a Committee on Personnel for the Department, C. C. Clark, Chief Clerk of the Department, is hereby designated as a member of said committee, vice S. R. Burch, deceased.

JAMES WILSON,
Secretary of Agriculture.

(COPY)

October 15, 1910.

AMENDMENT TO GENERAL ORDER, NO. 87.

Referring to General Order, No. 87, October 2, 1905, creating a Committee on Personnel for the Department, C. C. Clark, Chief Clerk of the Department, is hereby designated as a member of said committee, vice S. R. Burch, deceased.

JAMES WILSON,

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

OCTOBER 17, 1905.

GENERAL ORDER NO. 88.

The following Executive Order is hereby promulgated for the information and guidance of the employees of this Department:

EXECUTIVE ORDER.

"No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission.

"The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service."

THEODORE ROOSEVELT.

THE WHITE HOUSE, *October 13, 1905.*

By order of the Secretary:

D. R. Barrow

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

OCTOBER 28, 1905.

SUPPLEMENT TO GENERAL ORDER NO. 88.

The following Executive Order, with an interpretation thereof by the Civil Service Commission, is hereby promulgated for the information and guidance of the officers and employees of the Department of Agriculture:

EXECUTIVE ORDER.

No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *October 13, 1905.*

UNITED STATES CIVIL SERVICE COMMISSION,
WASHINGTON, D. C., *October 26, 1905.*

THE HONORABLE THE SECRETARY OF AGRICULTURE.

SIR: The Commission has the honor to invite attention to the Executive Order of October 13, 1905, a copy of which is inclosed.

The Commission submitted this order for Executive approval, with the intention of prohibiting, under penalty of removal from the public service, any Government officer or employee from giving instruction, either directly or indirectly, to persons or classes of persons preparing for Civil Service examinations, whether privately or in schools or institutions claiming to give instructions along the lines of Civil Service examinations. In the opinion of this office, the order also prohibits Government officers or employees from being concerned financially or otherwise in any such school or institution.

The Commission will thank you to bring this order to the attention of the officers and employees of your Department.

Very respectfully,

ALFORD W. COOLEY,
Acting President.

(Inclosure.)

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

OCTOBER 19, 1905.

GENERAL ORDER NO. 89.

The following Executive Order is hereby promulgated for the information and guidance of the employees of this Department:

EXECUTIVE ORDER.

"When the President or head of an Executive Department is satisfied that an officer or employee in the classified service is inefficient or incapable and that the public service will be materially improved by his removal, such removal will be made without hearing; but the cause of removal shall be stated in writing and filed. When misconduct is committed in the view and presence of the President or head of Executive Department removal may be made summarily and without notice."

THEODORE ROOSEVELT.

THE WHITE HOUSE, *October 17, 1905.*

By order of the Secretary:

C. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

DECEMBER 6, 1905.

GENERAL ORDER NO. 90.

TO THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Section 87 of the act governing the Government printing and binding, approved January 12, 1895, reads as follows:

"All printing, binding, and blank books for the Senate or House of Representatives and for the Executive and Judicial Departments shall be done at the Government Printing Office, except in cases otherwise provided by law."

And in the interpretation put upon this section by the Public Printer and by the Comptroller of the Treasury, embossing letter heads is covered by the word "printing," and the restriction imposed by this section applies to all letter heads, whether embossed or otherwise. Work of this character must, therefore, henceforth be ordered like other printing, through the Division of Publications, and, in view of the additional expense involved by embossing, instructions have been given to the Chief of that Division to honor no requisitions for embossed letter heads or envelopes.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JANUARY 12, 1906.

GENERAL ORDER NO. 91.

Hereafter all accounts containing waivers for my signature will be submitted to me through the Chief of the Division of Accounts and Disbursements so that if there are any legal or other reasons why the waivers should not be approved by me they may be brought to my attention by that official, who is financially responsible for such accounts to the Treasury Department.

This becomes necessary in view of several decisions rendered recently by the Comptroller which prohibit waivers to accounts in certain cases.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JANUARY 23, 1906.

GENERAL ORDER NO. 92.

The President, under date of January 20, 1906, has issued the following Executive order:

It is hereby ordered that there shall be appointed by the head of each of the Executive Departments an advisory committee on the subject of printing and publication. The chairman shall be an Assistant Secretary, or other qualified official, and at least one member of the committee shall have had practical experience in editing and printing.

It shall be the duty of such committee, under direction of the head of the Department, to see that unnecessary matter is excluded from reports and publications; to see that copy is carefully edited before rather than after going to the Printing Office; to do away with the publication of unnecessary tables, and to require that statistical matter be published in condensed and intelligible form; to supervise the preparation of blank forms; to require the frequent revision of mailing lists; to prevent duplication of printing by different Bureaus; to exclude unnecessary illustrations from Department documents, and to prevent the printing of the maximum edition allowed by law, when a smaller edition will suffice; to recommend to the head of the Department, for inclusion in the recommendations contained in his annual reports, needed changes in the statutes governing Department publications.

The following general principles shall hereafter govern the form of the annual reports of the various Bureaus and Offices of the Departments:

(1) Annual reports shall be confined to concise accounts of work done and expenditures incurred during the period covered, with recommendations relating to the future, including plans for work to be undertaken.

(2) Contributions to knowledge in the form of scientific treatises shall not be included in annual reports.

(3) Illustrations in annual reports shall be excluded, except (*a*) maps and diagrams indispensable to the understanding of the text; (*b*) views of monuments or important structures begun or erected; (*c*) views showing conditions in outlying possessions of the United States and relating to work done or recommendations made.

(4) Inserted material, written or compiled by persons not connected with the reporting office, and biographical and eulogistical matter relating to the past or present personnel of the office, shall be excluded.

(5) Reports of officers who do not report directly to the head of an Executive Department shall not be reported in the annual report of a Department, but where necessary shall be summarized in the reports of the officials to whom such officers do report.

(6) Tables shall be inserted only when verbal summaries and statements of totals are inadequate, and complete texts of laws and court decisions shall, except in cases of great importance, be excluded.

(7) Detailed descriptions and lists of methods, processes, purchases, bids, rejections, installations, repairs, specifications, and personnel employed shall be omitted except when required by their unusual importance or by statute.

In accordance, therefore, with the first clause of the above Executive order, the following are appointed an advisory committee on the subject of printing and publication:

W. M. HAYS, Assistant Secretary, chairman; WILLIS L. MOORE, Chief of the Weather Bureau; GEO. WM. HILL, Department Editor, who shall be secretary.

The attention of all chiefs and editorial assistants is called to the terms of the above Executive order, compliance with which is enjoined upon all persons submitting or supervising matter submitted for publication.

James Wilson

Secretary.

See p. 158a

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF THE CHIEF
BUREAU OF ANIMAL INDUSTRY
No.
Rec'd FEB 8 1909
Ans'd 1909
Sig. By

158

February 6, 1909.

AMENDMENT TO GENERAL ORDER NO. 92.

The resignation of Mr. Geo. Wm. Hill as a member of the Advisory Committee on Printing having been accepted, General Order No. 92 is hereby amended by substituting Mr. Joseph A. Arnold, Chief of the Division of Publications, in place of Mr. Hill as a member of the said Committee.

James Wilson

Secretary.

See p. 158.

United States Department of Agriculture,
Office of Chief Clerk,
Washington, D. C.

JANUARY 27, 1906.

GENERAL ORDER NO. 93.

The attention of all employees of the Department of Agriculture is hereby called to an amended Executive order, issued at the White House January 25, 1906, as follows:

EXECUTIVE ORDER.

"The Executive order of January 31, 1902, is hereby amended by adding 'or independent Government establishments' after the word 'Departments' in the third and ninth lines.

"As amended the order will read as follows:

"All officers and employees of the United States of every description, serving in or under any of the Executive Departments or independent Government establishments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its Committees, or in any way save through the heads of the Departments or independent Government establishments in or under which they serve, on penalty of dismissal from the Government service."

THEODORE ROOSEVELT.

THE WHITE HOUSE, *January 25, 1906.*

By order of the Secretary:

S. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

FEBRUARY 14, 1906.

GENERAL ORDER NO. 94.

It is hereby ordered that no promotion in salary or increase in compensation of any person in the Department of Agriculture to be paid from any fund under the control of the said Department shall be antedated or take effect before the day and date upon which the same shall be approved and ordered by the Secretary of Agriculture; and it is also hereby ordered that no original appointment to any position or place in the Department of Agriculture involving the payment of a salary or compensation from any fund under the control of the said Department shall be made to take effect on any date previous to the day and date on which the appointment is approved and signed by the Secretary unless the same has been authorized in writing by the Secretary.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

FEBRUARY 15, 1906.

GENERAL ORDER NO. 95.

Hereafter, with a view of securing uniformity, the Chief of the Division of Accounts and Disbursing Clerk, as chief financial officer of this Department, will inquire into the receipt and disbursement of all moneys, the auditing of all accounts, the keeping of all liabilities, and the methods of doing business in connection therewith in the various bureaus and independent divisions of the Department of Agriculture, making inspections from time to time, and reporting to me any changes or modifications necessary towards facilitating the public business and safeguarding the moneys of the United States.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 14, 1906.

GENERAL ORDER NO. 96.

REVISION OF MAILING LISTS AND RESTRICTION OF GRATUITOUS DISTRIBUTION OF PUBLICATIONS.

In view of the restrictions placed on the funds available for printing and binding for this Department, and in view of the constantly increasing demands upon these funds, it becomes necessary to adopt restrictive measures in regard to the issue of publications. It is quite as incumbent upon the Department to publish the information it has acquired as to conduct the laboratory work and field and other investigations by which this information is obtained. The only limit placed upon the acquisition or diffusion of this information is that it shall be of value to agriculture. Four ways only seem available by which the expense of the printing and binding for this Department may be judiciously restricted: First, by prevention of the waste inevitably accompanying a general gratuitous distribution; secondly, by careful editing (in the manuscript) of every document submitted for publication, with a view to presenting the facts in the briefest, most succinct style compatible with clearness; thirdly, by rigid suppression of the tendency to reedit in the proof, and, fourthly, by restriction of illustrations to such as are absolutely necessary. General orders have already been issued enforcing the second, third, and fourth conditions, and it is only necessary here to reiterate them with added emphasis.

To carry out the first condition it is ordered that hereafter the first edition of every publication shall be limited to such number as is necessary to supply libraries, educational institutions, the press, State and foreign officials connected with agriculture, exchanges, and such persons as are rendering tangible service to the Department, either by active cooperation in its work or as special correspondents; and, in addition, a small number, to be reserved for emergencies and for use in correspondence, and to furnish a small supply to be placed in the hands of the Superintendent of Documents for sale. Hereafter all reprints shall be confined to such numbers as may be necessary to replenish the supply of the Superintendent of Documents, where the demand for the same, at a price fixed by the Public Printer, continues.

Chiefs of Bureaus, Offices, and Divisions maintaining free mailing lists will cause the same to be rigidly revised in accordance with the distribution indicated above.

This order does not apply to Farmers' Bulletins or to emergency circulars.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 16, 1906.

GENERAL ORDER NO. 97.

ORDER RESPECTING THE DESIGNATION OF THE TYPE SPECIES OF NEW GENERA.

In conformity with the practice of the zoologists and botanists of this Department, it is hereby ordered that in all descriptions of new genera of plants and animals appearing in publications of the Department, whether proposed by employees or outside contributors, the type species of each new genus shall be designated.

W. M. HAYS,
Acting Secretary of Agriculture.

United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

JULY 10, 1906.

GENERAL ORDER NO. 98.

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Attention is called to the following circular from the Comptroller of the Treasury, and you are directed to comply with the same. The Fiscal Regulations of the Department issued July 1, 1904, are amended accordingly.

By order of the Secretary:

Chief Clerk.

PAYMENT OF SALARIES AND COMPENSATION.

1906—DEPARTMENT CIRCULAR NO. 67.

TREASURY DEPARTMENT,
OFFICE OF COMPTROLLER OF THE TREASURY,
Washington, July 5, 1906.

TO ALL DISBURSING OFFICERS OF THE UNITED STATES:

All disbursing officers will take notice that hereafter all persons in the Government service receiving a yearly or monthly compensation will be paid for such service under the following act of Congress, approved June 30, 1906—Sundry Civil Appropriations Act:

SEC. 6. Hereafter, where the compensation of any person in the service of the United States is annual or monthly the following rules for division of time and computation of pay for services rendered are hereby established:

Annual compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the United States during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the thirtieth day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided,* That for one day's unauthorized absence on the thirty-first day of any calendar month one day's pay shall be forfeited.

1. For pay purposes all months in the year will be reckoned as containing thirty days.

2. Where a promotion or demotion occurs during any month from a place to another place carrying a different compensation, service under such promotion or demotion will be considered as fractional service.

3. One-thirtieth of a monthly installment of salary will be deducted for every day's absence in a month, where such absentee is not in a pay status during such absence.

R. J. TRACEWELL,
Comptroller.

Approved:

LESLIE M. SHAW,
Secretary of the Treasury.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JULY 27, 1906.

GENERAL ORDER NO. 99.

It is hereby ordered that the **appointment or employment** of any and every person who has been appointed in the United States Department of Agriculture to any position or employed in any capacity therein, and given leave of absence without pay, or furloughed without pay commencing on any date prior to August 1, 1905, and whose said leave of absence or furlough without pay has continued in force and effect until the termination of July 31, 1906, **is hereby terminated**, and the name of each such appointee or employee, is hereby removed from the rolls of the Department. This order shall take effect on August 1, 1906.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JULY 27, 1906.

GENERAL ORDER NO. 100.

In the United States Department of Agriculture no leave of absence without pay will hereafter be granted for a longer period than three months, except in special and peculiar cases, and no furlough without pay or leave of absence without pay shall continue in force and effect for a longer period than one year from the date of the commencement thereof.

James Wilson

Secretary of Agriculture.

c.
m
c

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

SEPTEMBER 12, 1906.

GENERAL ORDER NO. 101.

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Attention is called to the following decision from the Comptroller of the Treasury, and you are directed to follow the same in the preparation of pay rolls and salary accounts.

By order of the Secretary:

Chief Clerk.

TREASURY DEPARTMENT,
OFFICE OF THE COMPTROLLER OF THE TREASURY,
Washington, September 10, 1906.

The Honorable the SECRETARY OF AGRICULTURE.

SIR: I have received your letter of the 31st ultimo requesting my decision of the questions quoted below:

1. An employee serves from the 1st to the 15th, inclusive, of a thirty-one-day month, then resigns. Is he entitled to pay for fifteen days or for fourteen days?

2. An employee serves from the 1st to the 15th, inclusive, of a thirty-one-day month, when he is removed from the service by death. Is his estate entitled to receive pay for fifteen days or for fourteen days?

3. An employee is absent without authority one day in a thirty-one-day month. Is he entitled to thirty days' pay or to twenty-nine days' pay?

4. An employee serves from the 1st to the 15th of a thirty-one-day month and is then granted a furlough without pay until the 31st. Is he entitled to fifteen days' pay or to fourteen days' pay?

5. An employee is absent without authority two days in February. Is he entitled to pay for twenty-eight days or for twenty-six days?

6. An employee serves from the 1st to the 15th, inclusive, of February and is granted leave without pay until the 28th of February. Is he entitled to pay for fifteen days or for seventeen days?

Section 6 of the act of June 30, 1906 (34 Stat., 763), provides—

Hereafter, where the compensation of any person in the service of the United States is annual or monthly the following rules for division of time and computation of pay for services rendered are hereby established: Annual compensation shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of thirty days, without regard to the actual number of days in any calendar month, thus excluding the thirty-first of any calendar month from the computation and treating February as if it actually had thirty days. Any person entering the service of the United States during a thirty-one day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the thirtieth day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for one day's unauthorized absence on the thirty-first day of any calendar month one day's pay shall be forfeited.

1. The service stated in your first question is fractional service, and one-thirtieth of one monthly installment of the annual compensation should be paid for each day's service, or in the case stated fifteen-thirtieths of the monthly compensation should be paid.

2. The same answer applies to your second question.

3. One-thirtieth of one monthly installment should be deducted for one day's absence without authority, and the balance of the monthly compensation should be paid for the service of the month, or in the case stated twenty-nine thirtieths of the monthly compensation should be paid.

4. The answer to question 3 applies here. I understand from your statement that the employee was absent without pay from the 16th to the 31st, inclusive, or sixteen days. For such service he should be paid one monthly installment of his annual compensation, less sixteen-thirtieths of such installment, to be deducted for the time he was absent without pay, or in the case stated fourteen-thirtieths of his monthly compensation should be paid.

5. For the service stated in this question twenty-eight thirtieths of the monthly compensation should be paid.

6. As I understand this question, the employee is absent without pay from the 16th to the 28th of February, inclusive, or thirteen days. One-thirtieth of the monthly installment should be deducted for each day's absence without pay, and the balance, or seventeen-thirtieths, of the monthly installment paid for the service stated.

Respectfully,

R. J. TRACEWELL,
Comptroller.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

OCTOBER 9, 1906.

GENERAL ORDER NO. 102.

In compliance with Treasury Department Circular No. 51, from the Comptroller's office, under date of June 22, 1906, in regard to certification of administrative examination of accounts, the Disbursing Clerk of the Department of Agriculture will hereafter submit his consolidated account current and abstracts of disbursements to the Secretary of Agriculture (Chief Clerk's office) promptly after the end of each quarter. The Chief Clerk will refer the abstracts of disbursements to the Chiefs of Bureaus and Divisions having charge of the appropriations to which the abstracts pertain, who will have them carefully examined and compared with the records of their Bureau or Division. In order to prevent possible collusion, the examination should be by persons other than those who prepared and checked the vouchers before payment. Such examinations will be evidenced on the abstracts, with the prompt return thereof, in the following manner:

BUREAU }
DIVISION } .....

Date: ....., 190 .

Respectfully returned to the Secretary of Agriculture. I certify that this abstract has been carefully examined and compared with the records of this { Bureau / Division }. Credit for expenditures in the amount of $....., which is hereby approved, is recommended.

.....

Chief of { *Bureau* / *Division* } .....

This indorsement should be accompanied by a statement of differences, when such differences are found in the account.

Should reference to the vouchers be necessary in special cases, they will be found on file in the Disbursing Clerk's office and may be examined at any time.

Upon return to the Chief Clerk of all the abstracts, he will reassemble the account, have the same approved by the Secretary of Agriculture, and transmit it direct to the Auditor for the State and other Departments, Treasury Department, Washington, D. C.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

NOVEMBER 14, 1906.

GENERAL ORDER NO. 103.

In all cases where it becomes necessary for the Department Editor to refer the manuscript or proof of any document to another Bureau, Division, or Office for examination of the portions thereof relating to subjects coming within the province of that Bureau, the said manuscript or proof must be returned to the Division of Publications WITHIN THREE DAYS, with such recommendations as the Chief to whom the same has been referred may desire to make.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

NOVEMBER 15, 1906.

GENERAL ORDER NO. 104.

The Comptroller of the Treasury has ruled that fees for administering an oath by any clerk of any circuit or district court of the United States, as to the correctness of expense accounts of employees of the Department, must be paid out of the Treasury to the clerk and must be included in his accounts and approved, rendered, and paid in the same manner as are any other fees due him for services rendered the United States (13 Comp. Dec., 71). Hereafter charges of this nature shall not be included in expense accounts of employees of this Department. Therefore, employees who have this service performed by clerks of circuit or district courts should make no payment therefor.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

DECEMBER 24, 1906.

GENERAL ORDER NO. 105.

In conformity with the recommendations of the Committee on Department Methods, approved by the President, the following is promulgated:

1. A Committee on Business Methods is hereby appointed for the Department of Agriculture, to consist of the Chief of the Bureau of Animal Industry as chairman, the Chief of the Bureau of Plant Industry, the Chief of the Forest Service, the Chief of the Bureau of Soils, and the Disbursing Officer. The duty of this Committee shall be "to report to the Secretary of Agriculture, as he may direct, plans for new methods of routine business, changes in the system of bookkeeping, correspondence, filing, and office procedure generally, as well as to undertake specific duties within its field assigned to it by the Secretary. It should also be the definite duty of the Committee to know thoroughly the business methods prevailing in the various offices of the Department, to investigate them when necessary, and on its own initiative to recommend to the Secretary advisable changes or modifications in these methods."

2. The chief of each bureau, office, and independent division is hereby ordered to appoint a committee in his bureau, office, or division, to be known as the bureau, office, or division committee. Its membership shall include all officers who report directly to the chief of the bureau, office, or division. This committee shall meet once a week. The chief of the bureau, office, or division shall be its chairman. The work of the committee shall be advisory only. It shall make definite recommendations, but the power of final decision shall rest, where it belongs, with the administrative head of the bureau. The purpose of this committee is to promote cooperation by all of the subdivisions in the promotion and advancement of the work of the bureau—in brief, to promote "team work."

To indicate more clearly the scope of the work of such bureau committees the following order of business is suggested:

(1) Statement by chiefs of new, current, or proposed work or methods.

(2) Reports of subcommittees which may from time to time be appointed to consider or investigate special subjects.

(3) Miscellaneous business.

Topics for consideration under the last title are—

(*a*) Cooperation.
(*b*) Coordination of work.
(*c*) Business methods.
(*d*) Policy.

3. It is also ordered that Committees on Business Methods be appointed by the chiefs of the Bureau of Animal Industry, the Weather Bureau, the Bureau of Plant Industry, the Forest Service, and the Bureau of Chemistry, in view of their complicated organization and large personnel. In each instance this committee, which shall be composed of three members from the bureau committee, shall be charged with duties similar to those of the Department Committee on Business Methods, except that their work shall be confined to their own bureau and their recommendations be made to the chief thereof.

4. The committees created by the foregoing order will cooperate with the General Department Council, or Committee, which, headed by the Secretary and made up of his principal subordinates, was established in this Department some time since to promote cooperation, to improve methods, to develop "team work," and to avoid conflict and duplication.

James Wilson

Secretary of Agriculture.

See also p. 210.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

WASHINGTON, D. C., *February 1, 1907.*

GENERAL ORDER No. 106.

LIMITATIONS UPON THE ACCEPTANCE OF CORPORATE SURETIES ON RECOGNIZANCES, STIPULATIONS, BONDS, OR OTHER UNDERTAKINGS.

1. Hereafter no surety company shall be accepted under the provisions of the act of Congress approved August 13, 1894, as sole surety on any recognizance, stipulation, bond, or undertaking under this Department for an amount greater than 10 per cent of its paid-up capital and surplus.

2. No such company shall be accepted as surety on any recognizance, stipulation, bond, or undertaking under this Department which shall execute any such obligation on behalf of any individual, firm, association, or corporation for an amount greater than 10 per cent of its paid-up capital and surplus, unless such company shall be secured as to such excess to the satisfaction of the Secretary of this Department, by reinsurance, or by deposit with such company in pledge or conveyance to it in trust, for its security or indemnity, of property equal in value to such excess; or if such bond is executed in behalf or on account of a fiduciary holding property in a trust capacity, the liability thereon in excess of 10 per cent of the paid-up capital and surplus shall be secured by such deposit or other disposition of a suitable and sufficient portion of the estate so held that no sale, mortgage, pledge, or other disposition can be made thereof without such company's approval: *Provided further*, That such portion of any such bond which shall have been reinsured by said company in another surety, trust, or guaranty company or companies, authorized to do business under the act of Congress of August 13, 1894, shall be deducted from the penal sum of such bond in determining the limitation of risk prescribed herein, if the same is within the 10 per cent limit of said reinsuring company or companies.

3. Two or more companies may be accepted as sureties upon any recognizance, stipulation, bond, or undertaking under this Department the penalty of which does not exceed 10 per cent of their aggregate paid-up capital and surplus; but in all cases the sureties must, where the law requires it, execute such obligation jointly and severally.

4. The amount of paid-up capital and surplus of such companies shall be determined by the quarterly financial statements filed with the Attorney-General pursuant to section 4 of the act above referred to, after copies of such statements have been filed in this office.

5. If the amount of said capital and surplus shall at any time during the intervals between the dates of the rendition of such statements, as required by law, become less than the amount determined in the statement last filed, then every such company shall file, within ten days after such diminution of its capital and surplus, a condensed statement sworn to by one of its principal officers at the home office, showing the nature and extent of such diminution; and the amount of such capital and surplus remaining shall be the basis for risks until the rendition of the next quarterly statement.

6. Every such company shall file in this Department, during the months of January, April, July, and October of each year, a report giving an itemized statement of all recognizances, stipulations, bonds, or undertakings which such company shall have executed during the previous three months in excess of 10 per cent of its paid-up capital and surplus, showing the character and penalty of such obligations, the nature and amount of indemnity, collateral, or reinsurance thereon, and such other information in regard thereto as may be required.

7. Any violations of the provisions of this order or failure on the part of any company to comply promptly with its requirements will be considered ground for refusing thereafter to accept such company as surety upon any recognizance, stipulation, bond, or undertaking under this Department, and for recommending to the Attorney-General that the authority of such company to do business under the act above referred to be revoked.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

FEBRUARY 20, 1907.

GENERAL ORDER NO. 107.

To all officers of the Department of Agriculture authorized by the Secretary of Agriculture to employ labor, subject to the rules of the Civil Service Commission:

Your attention is directed to Rule XIII, section 3, of the Civil Service Rules, as follows:

Reports of appointments and changes in status of mere laborers or workmen shall be accompanied by a statement setting forth specifically the kind of labor performed, in detail sufficient to enable the Commission to determine the status of each position as classified or unclassified; and a similar statement of duties performed by any employee or pertaining to any position in the executive civil service shall be furnished to the Commission on request. All essential changes of duties pertaining to persons appointed as mere laborers or workmen without examination under the civil service rules shall be at once reported to the Commission.

The information called for in that rule by the Civil Service Commission respecting labor you are or may be authorized to temporarily employ can only be obtained from the reports of employment of labor and service rendered, reimbursement vouchers, monthly service accounts, etc., sent by you respecting the persons so employed to the office of the Chief of the Bureau, Division, Office, or Service of the Department to which you belong and to which their services appertain. YOU ARE THEREFORE HEREBY DIRECTED TO INCLUDE in those reports, vouchers, or service accounts a statement of the specific kind of labor or duties performed in every case by those whom you employ.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MARCH 13, 1907.

GENERAL ORDER NO. 108.

It is provided in the act entitled "An Act to Amend an Act Providing for the Printing and Binding and the Distribution of Public Documents, Approved March 1, 1907," that hereafter all reports transmitted to Congress, either in response to a special resolution or for publication under existing law, shall be accompanied by an estimate of the cost of the printing of the same. In order to carry out the provisions of the act cited, it is hereby ordered that hereafter the manuscript of all such reports shall be submitted to the Division of Publications for revision and estimate of cost before transmission to Congress.

James Wilson

Secretary.

IDAHO:	
Notary	$0.25
Justice of the Peace	.15
ILLINOIS:	
Notary	.25
Justice of the Peace	.35
INDIANA:	
Notary	.50
Justice of the Peace	.25
INDIAN TERRITORY:	
Notary	.25
Justice of the Peace	.25
IOWA:	
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KANSAS:	
Notary	.25
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KENTUCKY:	
Notary	.20
Justice of the Peace	.20
LOUISIANA:	
Notary	.75
Justice of the Peace	.25
MAINE:	
Notary	.25
Justice of the Peace	.25
MARYLAND:	
Notary	.62½
Justice of the Peace	.10
MASSACHUSETTS:	
Notary	.25
Justice of the Peace	.25
MINNESOTA:	
Notary	.25
Justice of the Peace	.30
MICHIGAN:	
Notary	.25
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MISSISSIPPI:	
Notary	.50
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MISSOURI:	
Notary	.50
Justice of the Peace	.20
MONTANA:	
Notary	.50
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NEBRASKA:	
Notary	.25
Justice of the Peace	.25
NEVADA:	
Notary	.75
Justice of the Peace	.50
NEW HAMPSHIRE:	
Notary	.25
Justice of the Peace	.25
NEW JERSEY:	
Notary	.32
Justice of the Peace	.32
NEW MEXICO:	
Notary	.50
Justice of the Peace	.25
NEW YORK:	
Notary	$0.12
Justice of the Peace	.10
NORTH CAROLINA:	
Notary	.50
Justice of the Peace	.25
NORTH DAKOTA:	
Notary	.25
Justice of the Peace	.25
OHIO:	
Notary	.4[illegible]
Justice of the Peace	.4[illegible]
OKLAHOMA:	
Notary	.25
Justice of the Peace	.35
OREGON:	
Notary	1.00
Justice of the Peace	.25
PENNSYLVANIA:	
Notary	.25
(In Allegheny County the fee is $1; in Bedford, Berks, Blair, Cameron, Center, Clinton, Columbia, Dauphin, Delaware, Fulton, Lancaster, Lebanon, Luzerne, Lycoming, Montour, Northampton, Snyder, Somerset, Westmoreland, and Wyoming counties, $0.37½; in Erie, Schuylkill, and York counties, $0.31¼; in Philadelphia city and county, $0.37½.)	
Justice of the Peace	.50
RHODE ISLAND:	
Notary	.25
Justice of the Peace	—
SOUTH CAROLINA:	
Notary	.25
Justice of the Peace	.30
SOUTH DAKOTA:	
Notary	.25
Justice of the Peace	.25
TENNESSEE:	
Notary	.50
Justice of the Peace	.30
TEXAS:	
Notary	.25
Justice of the Peace	.25
UTAH:	
Notary	.50
Justice of the Peace	.25
VERMONT:	
Notary	.25
Justice of the Peace	—
VIRGINIA:	
Notary	.25
Justice of the Peace	.25
WASHINGTON:	
Notary	.50
Justice of the Peace	.25
WEST VIRGINIA:	
Notary	.25
Justice of the Peace	.20
WISCONSIN:	
Notary	.25
Justice of the Peace	.25
WYOMING:	
Notary	.50
Justice of the Peace	.10

R. J. TRACEWELL,
Comptroller.

Approved:
GEO. B. CORTELYOU,
Secretary of the Treasury.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 4, 1907.

GENERAL ORDER NO. 110.

The President having approved the recommendation of the Committee on Department Methods that cost-keeping systems be installed wherever practicable in the various branches of the Government, it is hereby ordered that each Chief of Bureau, Office, and independent Division of the Department of Agriculture at once take the necessary action to determine how far, if at all, a system of cost keeping can be practically applied in his Bureau, Office, or Division.

In the accompanying report of the Committee on Department Methods and the appended "Primer on Cost Keeping in Government Work," the lines along which action should be taken are indicated in a general way; but since no uniform system is possible for organizations of different kinds, the details applicable to a particular Office must be separately elaborated. It is therefore directed that the head of each Bureau, Office, or independent Division determine whether the principles of cost keeping are applicable to his particular branch of the Department, and if so to formulate a specific plan for adoption therein.

It is further ordered that wherever cost-keeping systems are found to be applicable they be put into operation as soon as practicable; but for a beginning it is believed that the systems adopted should be as simple as will secure results, with a view to their expansion in such directions as later experience may show to be desirable.

James Wilson

(Inclosure)

Secretary of Agriculture.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

APRIL 25, 1907.

GENERAL ORDER NO. 111.

There is hereby created in the Department of Agriculture a Board of Food and Drug Inspection. The members of the Board will be Dr. Harvey W. Wiley, Chief, Bureau of Chemistry, Chairman; Dr. Frederick L. Dunlap, Associate Chemist, Bureau of Chemistry; and Mr. Geo. P. McCabe, Solicitor of the Department of Agriculture. The Board will consider all questions arising in the enforcement of the Food and Drugs Act of June 30, 1906, upon which the decision of the Secretary of Agriculture is necessary, and will report its findings to the Secretary for his consideration and decision. All correspondence involving interpretations of the law and questions arising under the law, not theretofore passed upon by the Secretary of Agriculture, shall be considered by the Board. The Board is directed to hold frequent meetings, at stated times, in order that findings may be reported promptly.

In addition to the above duties, the Board of Food and Drug Inspection shall conduct all hearings based upon alleged violations of the Food and Drugs Act of June 30, 1906, as provided by Regulation 5 of the Rules and Regulations for the Enforcement of the Food and Drugs Act, approved October 17, 1906.

James Wilson

Secretary of Agriculture.

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United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

JUNE 5, 1907.

GENERAL ORDER NO. 112.

TO THE EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Your attention is respectfully invited to Executive Order amending Civil Service Rule 1, as quoted below, and all employees of the Department of Agriculture are hereby enjoined to a strict observance of the same:

EXECUTIVE ORDER.

AMENDMENT TO CIVIL SERVICE RULE 1.

Rule 1 of the Civil Service Rules is hereby amended to read as follows:

No person in the Executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof.

Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no part in political management or in political campaigns.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *June 3, 1907.*

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

JUNE 19, 1907.

GENERAL ORDER NO. 113.

In order that the Secretary may have a complete list of all public property in his office at all times,

It is hereby ordered, That each Chief of Bureau, Division, or Office make a complete inventory of all office furniture and equipment in their respective offices on the 30th day of June, 1907, and a similar report each succeeding year on the same date, showing any additional purchases or condemnations during the year, consolidate said report, and forward same to the Chief of the Supply Division.

By order of the Secretary:

E. R. Burch

Chief Clerk.

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United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

GENERAL ORDER NO. 114.

JULY 1, 1907.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND OF THE FOREST SERVICE.

GENTLEMEN: The President has issued an Executive Order of which the following is a copy:

EXECUTIVE ORDER.

WHEREAS, by an Executive Order of June 13, 1907, officers and employees of the Forest Service and Biological Survey in the Department of Agriculture were authorized to accept appointments to certain State and Territorial positions, and it appears that the work of that Department would be facilitated by an extension of the provisions thereof, I desire to give public notice that hereafter, with the approval of the Secretary of Agriculture, other officers and employees of the Department are authorized to hold State and Territorial positions, and State and Territorial officials, unless prohibited by law, may be permitted to receive appointments under the Department of Agriculture, when in either case the Secretary of Agriculture deems such employment necessary to secure a more efficient administration of the duties of the Department.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *June 26, 1907.*

I direct your attention to the above order inasmuch as it very materially enlarges the body of eligibles from whom selections may be made for recommendation for appointment in the Department.

Signed: James Wilson

Secretary of Agriculture.

Attested: S. R. Burch

Chief Clerk.

United States Department of Agriculture,

Office of Chief Clerk,

Washington, D. C.

AUGUST 14, 1907.

GENERAL ORDER NO. 115.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Your attention is respectfully invited to the following Executive Order, and your action should be governed accordingly in its application to the per diem employees of your force:

EXECUTIVE ORDER.

It is hereby ordered that all per diem employees and other day laborers in the Federal public service, wherever employed, whose employment extends thru and beyond the first Monday in September, commonly known as Labor Day and set apart as a national holiday for certain branches of the public service by the act of June 26, A. D. 1894, be excused from work on said day, and the said day is declared to be a holiday for all purposes for said per diem employees and laborers.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *August 10, 1907.*

By direction of the Secretary:

IRVING FRICKEY,
Acting Chief Clerk.

8/23/07 sent copy to all insprs in chg. & all divisions in Wash.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

SEPTEMBER 9, 1907.

GENERAL ORDER NO. 116.

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

In accordance with Treasury Department Circular No. 52, dated July 29, 1907, the practice of requiring public creditors to receipt for moneys in advance of actual payment will be discontinued after September 30, 1907. No payment made after said date shall be evidenced by a receipt, unless such payment is made in cash, that is, currency. In order to comply with the provisions of this Circular it has been necessary to reprint the voucher forms of the Department of Agriculture, substituting a certificate for the present receipt. The new forms will be distributed in a few days and, beginning with October 1, 1907, will take the place of the forms at present in use, which latter should be destroyed.

Concurrent with the above a new edition of the Fiscal Regulations of the Department of Agriculture is being printed. The new Regulations will become effective on October 1, 1907, and will supersede all prior rules, regulations, orders and instructions in conflict therewith relating to the fiscal transactions of this Department.

Special attention is invited to the fact that under the new Regulations EVERY reimbursement voucher, Form 4, must be verified by affidavit, notwithstanding that the amount may be under $2.00 or that the voucher may be fully supported by subreceipts.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

GENERAL ORDER NO. 117.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, THE FOREST SERVICE, AND OTHER OFFICERS OF THE UNITED STATES DEPARTMENT OF AGRICULTURE:

It is hereby ordered that all appointments, promotions, reductions, or other changes affecting the salary of any officer or employee of the Department of Agriculture which shall be paid from lump sum funds appropriated by Congress for the Department of Agriculture shall contain a statement that the appointment shall take effect upon the day the appointee reports for duty, when a definite date upon which the action recommended shall take effect can not be determined. The words "shall take effect upon the appointee taking the Oath of Office" shall not be used in such cases. When a definite date can be fixed it shall be done. According to law, no action, as above described, which affects statutory positions can take effect before the date of the Oath of Office required in connection therewith.

James Wilson

Secretary of Agriculture.

JANUARY 13, 1908.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

GENERAL ORDER NO. 118.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND THE FOREST SERVICE, AND OTHER OFFICERS OF THE UNITED STATES DEPARTMENT OF AGRICULTURE:

It is hereby ordered, That no recommendation for the temporary or emergency appointment of anyone for a period of thirty days, or less or more than thirty days, or for the probational appointment of anyone, to a competitive position in the classified service be made except in strict conformity with the provisions of the Civil Service Rules, particularly of Rule 7 and Rule 8, as amended by the President on January 27, 1908, which amended rules read as follows:

EXECUTIVE ORDER.

Clauses (*a*) and (*b*), section 1, Rule VII, of the Civil Service Rules, are hereby amended to read as follows:

RULE VII.—CERTIFICATION.

1. Any position or employment in the classified service not excepted from competitive examination, unless filled by reinstatement, transfer, promotion, or reduction, shall be filled in the following manner:

(*a*) The nominating or appointing officer shall request the certification of eligibles, and the Commission shall certify, from the head of the register of eligibles appropriate for the group in which the position or positions to be filled are classified, a number of names sufficient to permit the nominating or appointing officer to consider three names in connection with each vacancy. Certification of an eligible for temporary appointment shall not affect his certification for probational appointment. Certifications shall be made without regard to sex unless sex is specified in the request.

(*b*) The nominating or appointing officer shall make selection **for the first vacancy** from the highest three names certified, with sole reference to merit and fitness, unless objection shall be made, and sustained by the Commission, to one or more of the persons certified, for any of the reasons stated in Rule 5, section 4. **For the second vacancy** he shall make selection from the highest three remaining, who have not been selected, or considered by him for three separate vacancies, or against whom objection has not been made and sustained in the manner indicated. **The third and any additional vacancies** shall be filled in like manner. Any eligible who has been certified three times or considered three times in cases where there is no formal certification, for three vacancies in his turn, without being selected, **may be subsequently selected, subject to the approval of the Commission, from the certificate on which his name last appeared,** if the condition of the register has not so changed as to place him in other respects beyond reach of certification.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *January 27, 1908.*

[No. 740.]

EXECUTIVE ORDER.

Rule VIII of the Civil Service Rules is hereby amended to read as follows:

RULE VIII.—TEMPORARY APPOINTMENT.

1. Temporary appointment without examination and certification by the Commission shall not be made to a competitive position in any case except when the public interest so requires, and then only upon the prior authorization of the Commission; and any appointment so authorized shall continue only for such period as may be necessary to make appointment through certification of eligibles, and in no case without prior approval of the Commission shall extend beyond thirty days from receipt by the appointing officer of the Commission's certificate; and when a vacancy is to be filled by promotion or transfer for which the Commission's certificate is not required, and a temporary appointment is authorized by the Commission under the provisions of this section pending the promotion or transfer, such temporary appointment shall in no case continue beyond the period of thirty days, without prior approval of the Commission.

2. When there are no eligibles upon a register for any grade in which a vacancy exists and the public interest requires that it be filled before eligibles can be provided by the Commission, then the Commission may authorize temporary appointment without examination. Such appointment shall continue only for such period as may be necessary to make appointment through certification, and in no case without prior approval of the Commission shall extend beyond thirty days from the receipt by the appointing officer of the Commission's certification of eligibles.

3. When there is at least one eligible and not more than two eligibles on a register for any grade in which a vacancy exists, the Commission shall, upon requisition from the proper appointing officer, certify the name of the one eligible, or the names of the two eligibles, which shall be considered by the appointing officer with a view to probational appointment; and if the appointing officer shall elect not to make probational appointment from such certificate of less than three names, then if temporary appointment is required it shall be made from such certificate unless reasons satisfactory to the Commission are given why such appointment should not be made. Such temporary appointment may continue until three eligibles are provided. If selection is not made from the certificate for either probational or temporary appointment under the provisions of this section, then temporary appointment, if required, may be made under the provisions of section 2 of this rule.

4. When there is work of a temporary character, at the completion of which the services of an additional employee will not be required, a temporary appointment may be made, with the prior consent of the Commission, for a period not to exceed three months, and may with like consent of the Commission be extended for a further period of three months. Such temporary appointment shall be made through certification from the Commission's eligible registers unless the Commission shall decide in any case that there are no available eligibles. Such temporary appointment shall not extend beyond six months unless there are no eligibles available for the additional period or under unusual circumstances which seem to the Commission to justify an extension beyond six months; and in no case shall such temporary appointment extend beyond six months for any purpose other than to complete the job of work for which the person was originally employed. The Commission may restrict certification for temporary appointment to such eligibles as by reason of residence or other conditions are immediately available.

5. The acceptance of an eligible of a temporary appointment shall not affect his standing on any register for permanent employment, and experience gained as a temporary appointee shall in no way vary the order of certification for permanent appointment. A temporary appointment may be made permanent when the temporary appointee is within reach for permanent appointment at the time of his temporary appointment or in case he is so within reach during his temporary service. In such case the probational appointment may date from the time when he became within reach for probational appointment. A person who has been temporarily employed under the provisions of one section of this rule shall not for that reason be ineligible for employment under any other section. Any appointment under sections 1, 2, or 3 of this rule shall be promptly reported by letter to the Commission, as made, with a statement of the action taken for making

permanent appointment. The Commission is authorized to inspect the records of any Department or office to aid it in observing and enforcing the operation of the provisions of this rule and reporting thereon to the President.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *January 27, 1908.*

[No. 741.]

The portions that are printed in distinctive type, in the above copies of these amended rules, are so printed in order to draw special attention to those portions.

It must be noted that the Civil Service Rules apply to the whole Departmental service.

James Wilson

Secretary of Agriculture.

FEBRUARY 1, 1908.

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United States Department of Agriculture,

Office of the Chief Clerk,

Washington, D. C.

MARCH 31, 1908.

GENERAL ORDER NO. 119.

For the information and guidance of the employees of the Department the following letter to the President from the United States Civil Service Commission is hereby promulgated, by order of the President:

UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C., March 25, 1908.

THE PRESIDENT:

* * * * * * * * *

"The Commission in recommending punishments for violations of Subdivision I of Civil Service Rule I has heretofore been guided by the fact that the rule was one only adopted in June, 1907;

> (RULE I. *Politics and religion.*—1. No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.)

and that while the President's instructions prohibiting political activity on the part of competitive classified employees have been public ever since 1902, yet in actual practice the effective and thoroughgoing enforcement of the President's instructions in this connection has only dated from the adoption of the rule in June last, which gave the Civil Service Commission the right to investigate and report on charges of improper political activity on the part of those in the competitive classified service. For this reason the Commission has heretofore been lenient in recommending punishments. But a sufficient time has now elapsed for us to assume that the Civil Service Rules are understood throughout the service, and we believe therefore that the time has also come for a somewhat greater degree of severity for the penalty inflicted, at least in aggravated cases. We recommend therefore that the several departments be requested to publish to their employees in the competitive classified service the fact that any man violating the provisions of the rule in question renders himself liable to punishment by removal. We desire that the subordinates in the several departments be acquainted with this recommendation so that in the event of any misconduct by them in the future, the Commission may feel at liberty to recommend their removal.

We have the honor to be, very respectfully,

JOHN C. BLACK,
HENRY F. GREENE,
JOHN A. MCILHENNY,
Commissioners."

By order of the Secretary:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

GENERAL ORDER NO. 120.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND THE FOREST SERVICE:

Hereafter, vacancies in clerical positions in the Department of Agriculture will be filled by the promotion of clerks of lower grade or by original appointment from civil service registers, and by transfer only when special qualifications are required which can not be found in clerks eligible to promotion or to original appointment.

When good administration requires that a position be filled by transfer and not by original appointment, the recommendation for the transfer should give a full statement of all the conditions making it necessary, and no such transfer will be made unless the reasons given clearly show its necessity from the standpoint of good administration.

In no case will the question of transfer be taken up by one Bureau, Division, Office, or Service with an employee of another Bureau, Division, Office, or Service, or with anyone making request on behalf of such employee, until the assent of the Chief of the other Bureau, Division, Office, or Service concerned has first been obtained.

Respectfully,

James Wilson

APRIL 27, 1908.

Secretary of Agriculture.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

See also p. 182

For G. O. No. 122, see p. 209.

JUNE 2, 1908.

GENERAL ORDER No. 121.

INSTRUCTIONS RELATIVE TO THE ACCEPTANCE OF BONDS EXECUTED BY SURETY COMPANIES.

To Officers and Employees of the Department of Agriculture:

Except where otherwise directed by the Secretary of Agriculture the following practice will be adopted in the acceptance of recognizances, stipulations, bonds, or undertakings under this Department executed by guaranty or surety companies:

1. No company having authority under the act of Congress of August 13, 1894, to do business with the United States shall be accepted as sole surety on any recognizance, stipulation, bond, or undertaking under this Department the penal sum of which is greater than 10 per cent of the paid-up capital and surplus of such company.

2. Two or more companies may be accepted as sureties on any recognizance, stipulation, bond, or undertaking under this Department the penal sum of which does not exceed the limit herein prescribed of their aggregate paid-up capital and surplus; and in such cases each company may limit its liability, in terms, upon the face of the bond, to a definite specified amount, such amount to be in all cases, however, within the limitations herein prescribed. In cases where the law expressly requires it, every such recognizance, stipulation, bond, or undertaking shall be executed by the principal and sureties jointly and severally.

3. No company shall be accepted as surety on any recognizance, stipulation, bond, or undertaking under this Department which shall execute any recognizance, stipulation, bond, or undertaking on behalf of any individual, firm, association, or corporation, whether or not the United States is interested as a party thereto, the penal sum of which is greater than 10 per cent of the paid-up capital and surplus of such company, except under the conditions and limitations herein prescribed: *Provided*, That on transportation or warehousing bonds under the Treasury Department the limit of any such company on any one of such bonds shall be 50 per cent of its paid-up capital and surplus.

4. No portion of any recognizance, stipulation, bond, or undertaking shall be included in determining the limitations herein prescribed which shall have been reinsured, at the time of execution and delivery of the original obligation, or within twenty days thereafter, in a company authorized to do business under the act above referred to, within the limitations herein prescribed, or in such companies and under such limitations as the Secretary of the Treasury shall have approved: *Provided*, That on every such recognizance, stipulation, bond, or undertaking in which the United States is interested as a party, the reinsurance agreement shall be executed simultaneously with the original obligation by a company authorized to do business under the act of August 13, 1894, and shall run directly to the United States.

5. No portion of any recognizance, stipulation, bond, or undertaking, except those in which the United States is interested as a party, shall he included in determining the limitations herein prescribed, upon which such company shall have been secured at the time of execution and delivery of the original obligation, by the deposit in pledge, or by conveyance in trust, for its protection, of property equal in value to such excess.

6. No portion of any recognizance, stipulation, bond, or undertaking, executed on behalf or on account of a fiduciary holding property in a trust capacity, shall be included in determining the limitations herein prescribed, upon which such company shall have been secured by an agreement for the deposit, made at the time of execution and delivery of the original obligation, and by the actual deposit or other disposition

within twenty days thereafter, of a suitable and sufficient portion of the estate so held that no further sale, mortgage, pledge, or other disposition can be made thereof without such company's approval, except by the decree of a court having proper jurisdiction.

7. In determining the limitations herein prescribed the full penalty of the bond will be regarded as the liability, and no offset will be allowed on account of any estimate of risk which is less than the full penalty of the bond, except in the following cases:

(*a*) Appeal bonds; in which cases the liability will be regarded as the amount of the judgment appealed from plus 10 per cent of said amount to cover interest and costs.

(*b*) Bonds of executors, administrators, trustees, guardians, and other fiduciaries; in which cases the estimate of value of the known estate will be regarded as the liability.

(*c*) Contract bonds, except those in which the United States is interested as a party, given in excess of the amount of the contract; in which cases the amount of the contract will be regarded as the liability.

(*d*) Bonds for banks or trust companies as principals, conditioned to repay moneys on deposit, where, by any law or decree of a court, the amount to be deposited shall be less than the penalty of the bond; in which cases the maximum amount on deposit at any one time will be regarded as the liability.

Each company will be required to report quarterly to the Secretary of the Treasury, as provided by paragraph 8 hereof, every such obligation the penal sum of which is greater than 10 per cent of its paid-up capital and surplus, together with a full statement of the facts which tend to bring it within the provisions of this paragraph.

8. Every such company will be required to file with the Secretary of the Treasury during the month of January of each year a statement of its financial condition at the close of the preceding year, upon the form provided by the Treasury Department. During the months of January, April, July, and October of each year every such company will be required to file with the Secretary of the Treasury a statement of its financial condition at the close of the preceding three months, upon the form provided by the Treasury Department. And with each of said statements every such company will be required to file with the Secretary of the Treasury, upon the form provided by the Treasury Department, a schedule of the single risks which it has undertaken during the preceding three months in excess of the limitations herein prescribed, showing the manner in which each of such excesses has been covered under these instructions.

9. The amount of paid-up capital and surplus of every such company shall be determined by the annual and quarterly financial statements filed with the Secretary of the Treasury as herein provided, or by reports upon current examinations made by the insurance departments of the several States or by the Attorney-General of the United States. The Secretary of the Treasury will keep the other Executive Departments advised, from time to time, as to the status and qualifying power of the various companies under these instructions.

10. In the event that it becomes necessary to waive the limitations herein prescribed on any recognizance, stipulation, bond, or undertaking given to the United States, notice of such waiver and the manner in which the excess is required to be covered shall in each instance be immediately transmitted by letter to the head of each of the other Executive Departments.

11. Failure on the part of any company to comply with the provisions of these instructions will be considered sufficient ground for refusing to accept further such company as surety on obligations under this Department during the continuance of such delinquency, and in the event of persistent failure to observe the provisions of these instructions the name of any such company will be eliminated from the published list of sureties acceptable to this Department.

12. These instructions take the place of and cancel General Order No. 106, of February 1, 1907.

W. M. Hays

Acting Secretary of Agriculture.

United States Department of Agriculture,
Office of the Chief Clerk,
Washington, D. C.

For G.O. No. 121, see p. 210

MAY 23, 1908.

GENERAL ORDER NO. 122.

The following Executive Order is hereby promulgated for the information of the chiefs of bureaus, divisions, and offices of this Department:

"On June 11, 1907, an Executive Order was issued under which the heads of the Executive Departments formed a Committee on Grades and Salaries. This Committee prepared clear and concise tables of estimates for positions and salaries in conformity with the schedule and recommendations of the Committee on Department Methods of January 4, 1907. In the absence of action by Congress on the general subject of Departmental grades the heads of the Executive Departments and independent government establishments are hereby ordered to arrange the present salaries in said Executive Departments and independent government establishments so as to conform, as nearly as may be, to the principles underlying the report of the Committee on Grades and Salaries.

"Owing to the fact that the annual salaries attaching to adjacent grades often differ by as much as $200, it will, of course, be impossible to do more than approximate this plan, and in many cases also it will be impossible to make changes with exact adaptation to individual efficiency. But the good of the service urgently demands that as far as practicable the rule be followed of paying similar salaries for similar grades of work, and that to each position shall be assigned the person best fitted for it, as shown by work already accomplished.

"THEODORE ROOSEVELT.

"THE WHITE HOUSE,
"*May 13, 1908.*"

By order of the Secretary:

C. R. Burch

Chief Clerk.

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United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

AUGUST 18, 1908.

GENERAL ORDER NO. 123.

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

In view of the following circular from the Acting Secretary of the Treasury, the restrictions of paragraphs 58 and 59 of the Fiscal Regulations of the Department of Agriculture effective October 1, 1907, no longer apply to the Central Pacific and Western Pacific Railroad Companies, and the paragraphs referred to are therefore amended accordingly.

W. M. Hays

Acting Secretary.

TRANSPORTATION SERVICES RENDERED BY THE CENTRAL PACIFIC AND WESTERN PACIFIC RAILROAD COMPANIES.

1908.

Department Circular No. 59.

Division of Bookkeeping and Warrants.

TREASURY DEPARTMENT,
OFFICE OF THE SECRETARY,
Washington, July 28, 1908.

The debt of the Central Pacific and Western Pacific Railroad Companies, on account of subsidy bonds issued by the Government in aid of the construction of the roads, was adjusted under the settlement agreement of February 1, 1899, the entire debt, principal and interest, as of that date being $58,812,715, and secured to the United States by 20 semiannual notes of $2,940,635.78 each, bearing interest at the rate of 3 per cent per annum.

All of said 20 semiannual notes having been paid, compensation for transportation services rendered by said companies remaining due and unpaid, and compensation for like services hereafter rendered, shall be paid to the proper company or companies.

Auditors' certificates of settlement directing the withholding of compensation for transportation services rendered by said companies, remaining in the Division of Bookkeeping and Warrants, will be returned to the Auditors for restatement and charge under the proper appropriations.

L. A. COOLIDGE,
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 18, 1908.

GENERAL ORDER NO. 124.

The Civil Service Commission has informed the heads of departments that it will not issue certificates of reinstatement to employees in the classified service "in any case where the party seeking reinstatement resigned with a view to running for office or indulging in a degree of political activity which would be prohibited if he had remained in the service and who afterwards, having failed in his candidacy, or having indulged in the contemplated political activity, seeks reinstatement."

The President approves the attitude of the Civil Service Commission in this matter, and directs that each head of a department govern himself accordingly. The President takes the view that the people within the classified service stand on an entirely different footing from those without, and those within must not render political service of this kind.

All employees of the Department of Agriculture are advised that the above instructions from the President are in effect from this date.

James Wilson

Secretary.

(COPY)

GENERAL ORDER NO. 124½.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES,

AND THE FOREST SERVICE:

Attention should be called to the rapidly increasing number of private telephone calls which the Department is forced to handle. The number of private calls runs from one thousand to twelve hundred per month, or about half as many as the number of official calls by the Department. This number is out of all proportion to what it should be, thus entailing a large amount of work upon the employees of the Department who handle such matters. Hereafter, private calls should be made only when urgent as in cases where the employee might suffer unless immediate action were taken. Attention to social duties, the making of appointments, and arrangements therefor must be done outside of office hours. Proper attention to this matter, it is believed, will greatly reduce the number of unnecessary calls.

Respectfully,

(Signed) W. M. Hays.

Acting Secretary of Agriculture.

August 26, 1908.

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UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO "CHIEF OF BUREAU OF ANIMAL INDUSTRY," AND REFER TO

R

September 18, 1908.

TO CHIEFS OF DIVISIONS:

Herewith is sent to you one copy of General Order No. 125 regarding political assessments and political activity of employees under the civil service. This Order should be brought to the attention of every civil service employee. Where a number of men are stationed at one point it is thought this may be accomplished by posting the notice in some place where all may read it. How many additional copies will you require?

Chief Clerk of Bureau.

Acc'pt 2/16

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO "CHIEF OF BUREAU OF ANIMAL INDUSTRY," AND REFER TO

September 18, 1908.

TO CHIEFS OF DIVISIONS:

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Chief Clerk of Bureau.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

For G. O. 124, see p. 218.

SEPTEMBER 3, 1908.

GENERAL ORDER NO. 125

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

Your attention is respectfully invited to the following rules and regulations of the Civil Service Commission pertaining to political assessments and partisan political activity of office-holders, and all employees of this Department are enjoined to strictly adhere thereto.

I. POLITICAL ACTIVITY.

ACTIVITY OF COMPETITIVE EMPLOYEES AND LABORERS FORBIDDEN.

"Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns." (Rule I, sec. 1.)

The following forms of activity have been held to be forbidden by this provision: Service on political committees; service as delegates to county, State, or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions, or otherwise violate the civil-service rules;" continued political activity and leadership; the publication of a newspaper in the interests of a political party; holding office in a club which takes active part in political campaigns and management; the circulation of petitions having a political object; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; accepting nomination for a political office with intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; activity in local-option campaigns; service as inspector of election.

II. POLITICAL COERCION.

The civil-service act contains the following provisions:

"* * * no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." (Sec. 2, clause 2, par. 5.)

"* * * no person in said service has any right to use his official authority or influence to coerce the political action of any person or body." (Sec. 2, clause 2, par. 6.)

The following is a provision of the civil-service rules:

"No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof." (Rule I, sec. 1.)

III. POLITICAL ASSESSMENTS.

The following are provisions of the civil-service act:

OFFICIALS NOT TO SOLICIT OR RECEIVE POLITICAL ASSESSMENTS FROM OTHER OFFICIALS.

"* * * no Senator, or Representative, or Territorial Delegate of the Congress, or Senator, Representative, or Delegate-elect, or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States." (Sec. 11.)

DISCRIMINATION NOT TO BE MADE ON ACCOUNT OF POLITICAL CONTRIBUTIONS.

"* * * no officer or employee of the United States mentioned in this act shall discharge, or promote, or grade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose." (Sec. 13.)

OFFICIALS NOT TO CONTRIBUTE TO OTHER OFFICIALS FOR POLITICAL OBJECTS.

"* * * no officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator, or Member of the House of Representatives, or Territorial Delegate any money or other valuable thing on account of or to be applied to the promotion of any political object whatever." (Sec. 14.)

Cont. on p. 217.

SOLICITATION OR RECEIPT OF POLITICAL ASSESSMENTS IN PUBLIC BUILDINGS PROHIBITED.

"* * * no person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in this act, or in any navy-yard, fort, or arsenal, solicit in any manner whatever, or receive, any contribution of money or any other thing of value for any political purpose whatever." (Sec. 12.)

MISDEMEANOR TO VIOLATE THE FOUR FOREGOING SECTIONS.

"* * * any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both, in the discretion of the court." (Sec. 15.)

SOLICITATION BY LETTER.

In the case of U. S. *v.* Edward S. Thayer, the Supreme Court, on March 9, 1908, held that solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties is a solicitation "in a room or building," etc., within the meaning of section 12 of the civil-service act, the solicitation taking place where the letter was received.

V. Authority of the Commission.

It is the duty of the Commission to see that the provisions of the civil-service act and rules are strictly enforced, and it will employ every legitimate and available means to secure the prosecution and punishment of persons who may violate them. The Commission requests any person having knowledge of any such violation to lay the facts before it that it may at once take action thereupon.

The following statement indicates what the Commission believes to be its jurisdictional limitations in regard to cases of improper political activity:

First, and broadly, the Commission has authority to investigate (a) all acts of alleged improper political activity contrary to the statute of January 16, 1883, and the rules thereunder, such acts embracing, among others, those of any improper political activity upon the part of all competitive classified employees of the United States, and unclassified laborers; (b) violation of the statute in any particular, as, for instance, the provision that no person in the service of the Government shall solicit or receive political contributions in any room or building occupied by any officer or employee of the United States in the discharge of official duties; and the provision against political coercion.

Second, the Commission, upon direction of the President, investigates any other cases of alleged improper political activity, reporting to him the results of such investigations, but having no power to enforce its conclusions, that resting with the President.

Third, cases of alleged improper political activity upon the part of employees (other than unclassified laborers) outside of the competitive classified service but within the departmental or Executive civil service, as declared by Executive orders, are properly subject to the consideration of the President or the heads of Departments, independent offices, and commissions under which they serve.

The foregoing indicates the main distinction between the cases in which the Commission has jurisdiction and those in which it has not.

The Commission does not define nor describe the wrongdoing; that is done by the statutes and by competent authority.

James Wilson

Secretary.

See p. 216

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

SEPTEMBER 3, 1908.

GENERAL ORDER NO. 126.

TO THE CHIEFS OF BUREAUS, OFFICES, AND INDEPENDENT DIVISIONS:

In further compliance with Executive Order of May 13, 1908, promulgated as General Order No. 122 of this Department, it is hereby ordered that on and after September 10, 1908, the designations and grades set forth in the report of the Committee on Department Methods entitled, "Classification of Positions and Gradation of Salaries for Employees of the Executive Departments," etc., be followed in all recommendations for appointments or changes in clerical or subclerical positions paid from lump-sum appropriations, other than those positions which it is contemplated transferring to statutory rolls on July 1st, proximo, if the recommendations to be made in the Estimates of Appropriations are approved by Congress.

It is further ordered that each Chief of Bureau, Office, or independent Division immediately formulate a system of grades and salaries for the scientific, professional, and technical places paid from lump-sum appropriations in his bureau, office, or division, such system to conform to the recommendations of the Committee on Department Methods in that the number and variety of designations shall be as small as practicable and that every annual salary affected shall be a sum which, when divided by 12, will give a convenient quotient of even dollars. A gradual adoption of the new system will begin September 10, 1908, on and after which date all recommendations for appointments or changes in the positions involved must be made in conformity therewith.

Inasmuch as a reclassification of the places on the statutory rolls will require Congressional action, it will not be possible for this Department to remodel such rolls until Congress has declared its wishes in the premises.

James Wilson

Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

SEPTEMBER 24, 1908.

GENERAL ORDER NO. 127.

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

In conformity with the practice in other branches of the Government there have been installed in the various buildings used by this Department public telephone booths having connections with the central office in the city.

On and after October 1, 1908, all outgoing private messages will be sent from the public booths, use of the official telephones for outgoing private messages being hereby prohibited. Important and necessary incoming private messages may be received as usual through the central office of the Department, and the officers of the different Bureaus and Divisions are specially charged to see that this privilege is not abused.

James Wilson

Secretary.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

NOVEMBER 14, 1908.

GENERAL ORDER NO. 128.

TO THE CHIEFS OF BUREAUS, OFFICES, AND THE FOREST SERVICE:

In General Order No. 126, dated September 3, 1908, it was "ordered that on and after September 10, 1908, the designations and grades set forth in the report of the Committee on Department Methods entitled, 'Classification of Positions and Gradation of Salaries for Employees of the Executive Departments,' etc., be followed in all recommendations for appointments or changes in clerical or subclerical positions paid from lump-sum appropriations, other than those positions which it is contemplated transferring to statutory rolls on July 1st, proximo, if the recommendations to be made in the Estimates of Appropriations are approved by Congress." The grades and salaries were arranged in that report according to the following Schedule:

SCHEDULE.

SUBCLERICAL GRADES.

	Salaries.
Employees whose work occupies only part of the time each day, as charwomen, janitors, etc	$240 300 360
Employees who enter the service at an early age (14 to 18 years), and are engaged in light work, as messenger boys.	300 360 420 480
Employees engaged in rough and unskilled work, as laborers generally	600 660
Employees whose duties are not clerical or mechanical but require some special skill or involve personal responsibility, as messengers, watchmen, classified laborers, sorters, counters, etc.	660 720 780 840

No person whose principal duties are as above shall be paid over $840.

CLERICAL GRADES.

Under clerks.—Employees who are assigned to clerical work of a simple or routine character requiring care, accuracy, and skill.	900 960 1,020 1,080

Examples of such work are mere copying and typewriting; simple indexing; filing cards and papers; briefing contents of letters or documents on back; preparing letters by filling blank forms for official signature; mailing or dispatching; easier stenography; simple bookkeeping, requiring but little knowledge of the theory of accounts.

Junior clerks.—Employees who are assigned to clerical work of a routine character requiring but little original thought or consideration, but requiring judgment, responsibility, and special skill.	1,200 1,260 1,320 1,380

Examples of such work are preparing briefs of papers in a case for recording; expert filing; examining property returns; proof reading; issuance and distribution of supplies; examining vouchers and disbursing accounts, under the application of simple standards or requirements; recording cases and transactions where considerable judgment is required to determine the relative importance of factors, and preparing an adequate index thereof; the ascertaining of facts independently and drafting action on average cases; composing and preparing letters for official signature; stenography requiring skill and practice; bookkeeping involving a knowledge of the theory of accounts and departmental records and precedents.

Clerks.—Employees who are assigned to work more or less routine, involving responsibility, special ability, and original thought, consideration, and investigation. { 1,500 / 1,620 / 1,740

Examples of such work are directing and instructing clerks of lower grades; expert stenography; editing; the ascertaining of facts independently in complicated cases, and drafting action thereon; serving as confidential clerk to head of department or bureau; bookkeeping involving an extended knowledge of Department records and precedents and the handling of intricate accounts; recording complex and difficult cases and properly indexing the same; service in purchasing and issuing supplies; service as paying teller; examining money accounts requiring familiarity with the laws and with regulations and requirements of the Treasury Department.

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Senior clerks.—Employees who are assigned to work largely supervisory, or requiring the highest order of clerical ability, involving much original thought, consideration, and investigation. { 1,860 / 1,980 / 2,100

Examples of such work are the investigation of large and intricate cases, requiring familiarity with the laws and decisions of courts and with departmental practice and policy, and the drafting of action thereon; the conduct of such investigations with the aid of assistants, whose work must be directed and correlated; service as paying teller with large responsibility; acting as chiefs of sections or divisions, and preparing or laying out work for others.

SUPERVISORY GRADE.

Chiefs of divisions and chief clerks.—Employees who perform supervisory, executive, and administrative duties. { 2,100 to 4,200

PROFESSIONAL, SCIENTIFIC, AND TECHNICAL, AND MISCELLANEOUS EMPLOYEES.

The salaries of these shall be assimilated, as far as practicable, to the scale established for clerical and higher grades. The number and variety of designations shall be as small as practicable; and the duties assigned to such employees shall be confined as far as possible within the lines indicated by their titles and for which they may have passed examinations.

Any line of work not herein mentioned should be assigned to the grade to which, on careful comparison, it seems most nearly related.

SKILLED TRADES EMPLOYEES.

No fixed scale of compensation is recommended, but whatever salaries are determined upon should conform to the grades fixed in the schedule.

It is hereby ordered that special attention and compliance with that schedule be observed in all recommendations for appointments and promotions by the several Chiefs of Bureaus, etc., of the Department, and strict compliance with the Order of the President, a copy of which is contained in General Order No. 122, dated May 23, 1908.

James Wilson

Secretary of Agriculture.

E. R. Burch

Chief Clerk.

See Page 221

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

JANUARY 9, 1909.

GENERAL ORDER NO. 129.

TO OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

The recommendation of the Board of Awards of Contracts as set forth in the attached letter of the 7th ultimo, in relation to the method of purchasing supplies under contract for the Executive Departments and independent establishments of the Government in Washington, is approved, and it is ordered that the supplies for this Department and the bureaus and offices under the Department of Agriculture in Washington be purchased in accordance with the course provided and recommended by the Board of Awards.

Articles required by the Department which are not contained in the schedule as devised by the Board of Awards will be advertised and contracted for as heretofore, after preparing and issuing the usual annual schedules.

James Wilson

Secretary.

TREASURY DEPARTMENT, OFFICE OF THE SECRETARY,
Washington, December 7, 1908.

The Honorable the SECRETARY OF THE TREASURY.

Sir: The undersigned members of the Board of Awards, appointed under the provisions of the act of January 27, 1894, amending section 3709, U. S. Rev. Stat., have the honor to transmit herewith a proposed schedule of miscellaneous supplies in common use in two or more Departments of the Government, and to request that this schedule be brought to the attention of the heads of the Executive Departments and independent establishments of the Government, together with the recommendations contained in this letter.

Under the system at present in force, there is a great confusion in the purchase of supplies, and no possibility of making an intelligent comparison of the prices submitted. Each Department apparently has a different standard for the simplest articles in common use, and the same article is variously measured by weight, cubic contents, or number of parts. On careful investigation by the committee, it has been shown that in one instance at least a branch of the Government has paid more than double the amount paid by another Department for precisely the same article.

It is believed that this schedule, prepared at the request of the Board by representatives from each of the Executive Departments and independent establishments of the Government, working during the past summer and autumn, will enable the Government to purchase supplies on a much more business-like and intelligent basis.

In the report accompanying the schedule, the committee presents a comprehensive plan for the purchase of the supplies enumerated therein. This plan contains two main features.

1. The issuing of one advertisement, in the name of all the Departments, soliciting proposals for supplies common to all.

The legality of this method is assured by the Attorney-General of the United States, who, in an opinion dated May 28, 1906, says:

"An examination of all legislation applicable to the question leads to the conclusion that each Department is charged with the responsibility of contracting for its own supplies. The intent of Congress in this respect is so free from doubt that an extended discussion of the reasons underlying such policy is unnecessary. I see no reason, however, why an advertisement may not lawfully be issued in the name of all the Departments for supplies common to all, providing the advertisement contains the quantity desired by each. Such an advertisement, if properly prepared, would meet the substantial requirements of the statute, and probably result in supplies being obtained at uniform prices. * * *."

2. The appointment and maintenance of a committee to be known as the General Supply Committee, to be composed of one representative from each Executive Department, and the following independent establishments of the Government, viz, the Government Printing Office, the Interstate Commerce Commision, the Smithsonian Institution, and the Government of the District of Columbia, the members to be selected because of their practical knowledge and experience in connection with the purchase and handling of miscellaneous supplies.

The duties of the General Supply Committee, under the direction of the Board of Awards, should be:

1. To have charge of the common schedule, superintend and regulate its composition, and prepare it for publication each year.

2. To open and schedule all bids submitted pursuant to public annual advertisement for supplies by the Board of Awards, examine and compare samples and prices, and report their findings to the Board of Awards.

In the opinion of the Board of Awards the adoption of this schedule and the plan of the Committee for maintaining it will save the Government many thousands of dollars annually. Last year, in one item alone, the bids for which were susceptible of comparison, a saving was made for the Government of more than $6,000.

The Board therefore strongly recommends that this schedule be adopted by the various Departments and independent establishments of the Government, including the Government of the District of Columbia, the Government Printing Office, the Interstate Commerce Commission, and the Smithsonian Institution, and that this Board be authorized to invite, upon a form of advertisement to be approved by the Attorney-General of the United States, in conformity with the views of that officer as expressed above, proposals for supplies contained in said schedule and needed by said Departments and independent establishments.

Articles not contained in the common schedule, and which are used by only one Department, should be advertised for separately by that Department, as at present.

As far as practicable, all supplies should be delivered to and distributed from one point in each Department and independent establishment.

It is requested that action be taken before the 1st of January in order that the Government may have the benefit of this schedule for the coming fiscal year.

Respectfully,

BOARD OF AWARDS:

BEEKMAN WINTHROP,
Chairman,

JESSE E. WILSON,

P. V. DEGRAW,
Members.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

FEBRUARY 20, 1909.

GENERAL ORDER NO. 130.

In compliance with the wishes of the President, and in order to conserve the fund for printing and binding, I have directed the Editor and Chief of the Division of Publications to exercise the closest scrutiny in regard to the binding, and, aside from that ordered for the Library of the Department, the style of which is provided for by law, to authorize no binding of any description for other than office use, and for such purposes the binding to be only in cloth or other material no more expensive. Buckram is considered by the American Library Association as the most durable binding, costing no more than cloth, and its use is recommended.

A bound set of the publications of each Bureau, Division, and Office may be supplied to the Chief and Assistant Chief thereof, the style of binding for such sets to be the same as that heretofore adopted.

No volumes shall be bound in any form for distribution to private individuals, organizations, or libraries, either in this country or abroad. The indiscriminate binding of volumes for the convenience of employees must be discontinued.

The money saved by binding can be spent to better advantage and is actually needed to print information acquired by the Department.

As regards Congressional publications, the Departmental quota need be bound only when the size demands it for the protection of the volume, and then only in the style herein provided.

James Wilson

Secretary of Agriculture.

D. R. Barnhart

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MARCH 1, 1909.

GENERAL ORDER NO. 131.

TO THE CHIEFS OF BUREAUS, DIVISIONS, OFFICES, AND THE FOREST SERVICE:

With a view to securing uniformity of action throughout the Department in the matter of delivering addresses and lectures before scientific and other organizations, it is hereby ordered that the following conditions be observed:

1. Under the approval of the Chief of his Bureau, an officer or employee of the Department may deliver lectures, with or without pay, whenever they can be given without interfering with his usual office hours or the proper performance of his official duties, and without expense to the Government, but no officer or employee shall become a part of the faculty of any educational institution or deliver a regular course of lectures thereat without the approval of the Secretary of Agriculture, secured through his Chief.

2. Whenever a Bureau of the Department arranges for cooperation with an educational institution, an official of the Bureau may be allowed to deliver lectures in the institution inside of office hours, provided the Bureau receives an equally valuable consideration in the way of office quarters, heat, light, laboratory facilities, or in other ways. In such cases there is no objection to the institution, with the approval of the Secretary of Agriculture, granting a reasonable honorarium to the lecturer.

James Wilson

Secretary of Agriculture.

E. R. Burch

Chief Clerk.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

MARCH 10, 1909.

GENERAL ORDER NO. 132.

It is hereby ordered that the official statements of appointees to the position of Expert or to that of Agent in the Department of Agriculture, furnished to the U. S. Civil Service Commission on Form 1, of May, 1905, be examined by the proper officer in the several Bureaus, Divisions, or Offices of the Department in which an Expert or an Agent is appointed, for the purpose of ascertaining whether said forms are properly filled out and answered according to the requirements set forth in the said official statement, and if ascertained to be filled out in accordance with the said regulations, to signify the same by the indorsement of the said officer in the Bureau, Division, or Office in which the appointments have been made. Following which action each statement shall be promptly forwarded to the Appointment Clerk of the Department for prompt transmission to the Civil Service Commission.

James Wilson

Secretary of Agriculture.

Attest:

E. R. Burch

Chief Clerk.

United States Department of Agriculture,

Office of the Secretary,

Washington, D. C.

APRIL 1, 1909.

GENERAL ORDER NO. 133.

REGULATIONS PRESCRIBED BY THE SECRETARY OF AGRICULTURE TO PERMIT EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE TO MAKE ASSIGNMENTS OF THEIR PAY. (Issued under authority of the Act of Congress approved March 4, 1909, Public No. 330.)

REGULATION 1. Employees of the Department of Agriculture whose official headquarters are in the City of Washington may make assignments of their salaries when absent on account of illness, annual leave, or official business, subject, except as hereinafter provided, to the approval of the Disbursing Clerk of the Department. All the provisions of these Regulations will apply to employees of the Forest Service in the Department of Agriculture whose official headquarters are in the City of Washington, but assignments of salary by such employees will be subject to the approval of the Fiscal Agent of the Forest Service at Washington.

REGULATION 2. When an employee desires to make an assignment of his pay, under the circumstances enumerated in Regulation 1, he shall give to the Disbursing Clerk or to the Fiscal Agent a written order signed in duplicate showing the full name and address of the assignee, the amount of money assigned, the period covered by such assignment, and whether it is desired that the amount be paid in cash or by check. Assignment blanks will be furnished by the Division of Accounts upon application.

REGULATION 3. If, by the terms of the assignment, payment is to be made by check, the check shall be drawn to the order of the assignee and a notation made thereon by the Disbursing Clerk showing the purpose of such assignment and on whose account drawn. The original copy of the assignment shall be attached to the voucher or pay roll upon which the first payment is made, and the duplicate copy will be retained in the files of the Disbursing Office, or in the files of the Fiscal Agent, as the case may be. If payment is to be made in cash the assignee's receipt shall be taken and attached to the voucher or pay roll.

REGULATION 4. Under no circumstances will an assignment under these Regulations, or any other order for salary, be approved or honored by the Disbursing Clerk or by the Fiscal Agent, when in the nature of an assignment or making over of salary for value received, or when made payable as security for a loan, nor under any circumstances when made payable to loan brokers or companies, or agents thereof.

REGULATION 5. Paragraph 68 of the Fiscal Regulations of the Department of Agriculture is amended accordingly.

James Wilson

Secretary of Agriculture.

from which date the period

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JUNE 5, 1909.

GENERAL ORDER NO. 134.

RELATING TO AGREEMENTS OF THE UNITED STATES DEPARTMENT OF AGRICULTURE.

The following order shall hereafter be observed in connection with all bids invited and agreements entered into on behalf of this Department, at Washington, D. C., excepting only such bids and agreements as relate to the sale or disposal of goods, materials, products, or resources of the United States.

In securing bids for the erection of buildings and drainage systems, the furnishing of special supplies and apparatus, articles not readily obtainable in the open market, and the like, and, generally, in securing bids upon agreements for work failure to perform which within a given time will result in substantial damage to the United States, bidders should be notified, at the time they are requested to bid, that the Department reserves the right to require, in the agreement to be executed by the successful bidder, a stipulation as to the damages which will result to the United States by failure to complete the agreement within the time stipulated. Accordingly, in all requests for bids for agreements to contain a liquidated damage clause, the time within which the work is to be finished should, if possible, be stated and the bidder notified that the Department reserves the right to require a clause in the contract fixing, at so many dollars for each day's delay, the damages which will result to the United States in the event of failure to complete the agreement within the time specified therein. Bureaus requesting bids of contractors direct, must, if possible, determine the time within which agreements of the kind referred to are to be completed, and decide upon the rate of liquidated damages in advance, informing bidders accordingly; the same applies where it has been the practice to make requests upon the Supply Division to secure bids, in order that the Chief of that Division may include such information in his letters to prospective bidders.

All signed and approved copies of agreements intended to be retained by contractors shall be sent to them from this Department by registered mail. Whenever such agreements contain a clause providing for the payment of liquidated damages for failure to complete the work within the time agreed upon, there shall also be forwarded, with the agreement, a letter signed by the Chief of the Bureau transmitting it, to the following effect:

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF _____,
WASHINGTON, D. C., (Date).

_____

_____

SIR:

I inclose herewith an agreement, covering your bid of _____, 19---, for furnishing _____ for the use of this Bureau. This letter will be mailed to you from Washington on (here give date on which agreement is mailed, which date should also appear at top of this letter), and in the ordinary course of mail should reach you on _____, 19---, from which date the period fixed in the inclosed agreement will begin to run. Please acknowledge receipt of the inclosed agreement, at the bottom of this letter, and return it to me, in the inclosed envelope, which does not require postage. If this letter is not delivered to you on (here give date same as second date above), please state the date on which it is, in fact, received by you.

Very respectfully,

_____
Chief of Bureau.

_____
(Date on which agreement mentioned above was received by contractor.)

_____
(Signature of contractor.)

The Bureau for whose benefit an agreement is drawn will retain the letter of acknowledgment and the registry return receipt, in the case of agreements containing a liquidated damage clause, or the registry return receipt alone, in the case of agreements not containing such a clause, until performance of the agreement is completed and the final account thereunder is being prepared. The letter of acknowledgment and the registry return receipt, or the registry return receipt alone, should be attached to the final settlement voucher and transmitted therewith to the Chief of the Division of Accounts. The Bureau having the matter in charge will be expected to keep in touch with the agreement, and secure the return of the registry receipt therefor.

The Solicitor of the Department is hereby authorized and directed, though a successful bidder has been notified that a liquidated damage clause would be inserted in his agreement, to omit such clause from the agreement prepared upon information contained in the bid, provided that, in his opinion, none is needed to secure performance of the particular agreement.

James Wilson

Secretary of Agriculture.

Attest:
F. G. KELSEY,
Acting Chief Clerk.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JUNE 26, 1909.

GENERAL ORDER No. 135.

Before incurring any expense, salary or otherwise, in connection with attendance upon any conventions or meetings of associations of any kind, officers and employees of the Department of Agriculture must in each case obtain in advance specific written authority from the Secretary.

This order will take effect July 2, 1909, and Special Order of June 17, 1907, is amended accordingly.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JUNE 26, 1909.

GENERAL ORDER NO. 136.

Some confusion has arisen in the accounts of this Department occasioned by a double, or even triple, provision for one payment. To obviate this difficulty in the future,

IT IS HEREBY ORDERED, That for the fiscal year 1910 and thereafter, when an agreement, lease, or contract for any specific purpose is entered into by this Department and a liability is thereby incurred, the same liability shall not be covered by a letter of authority or a requisition. When the account is presented for payment the agreement, lease, or contract, and the date thereof, shall be quoted as the sole authority.

A carbon copy of each letter to the Solicitor requesting the preparation of an agreement based upon an informal bid must be sent to the Chief of the Division of Accounts, who is the administrative fiscal officer of the Department, in order that he may have concurrent information respecting all contemplated expenditures.

The purchase of any item included in the regular annual contracts made either by the Department or the General Supply Committee should be covered by requisition as heretofore. Requisitions should also be drawn for the purchase of supplies and materials or for the performance of job work for which informal bids have been accepted when the amount involved is less than five hundred dollars and which do not require the execution of a formal contract and bond.

General Order No. 69 of May 29, 1903, is amended accordingly.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DECEMBER 1, 1909.

GENERAL ORDER No. 137.

RELATING TO NON-OBSERVANCE OF CURRENT FISCAL REGULATION NO. 45.

The attention of all employees of this Department who in performance of their official duties are authorized to use the commercial telegraph service is directed to the following extracts from fiscal regulation No. 45 :

"The telegraph should be used sparingly."
"And only when the delay in using the mail would be injurious to the public interests."
"*Omit all unnecessary words.*"
"In a message from one official or employee to another *titles should not be used.*"
"In a great many cases *names in both address and signature may be limited to single words.*"
"*Numbers* should be *expressed in words.*"
"*Ordinal numbers must not be abbreviated.*"

Inattention to the foregoing simple rules is widespread, and general failure to adhere to them substantially increases the telegraph bill of the Department.

Negligent disregard of the provisions of this important regulation must cease, AND IT IS HEREBY ORDERED that on and after January 1, 1910, the Disbursing Clerk of the Department shall report those who ignore the above rules to the chiefs of their respective Bureaus, Offices, and Divisions, who shall take such action in each case as will cause future strict observance of the regulation.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JANUARY 15, 1910.

GENERAL ORDER NO. 138:

The legal work of the Forest Service will be performed under the immediate supervision and direction of the Solicitor for the Department of Agriculture.

The disbursing and accounting work of the Forest Service will be performed under the immediate supervision and direction of the Chief of the Division of Accounts and Disbursements, who is by statute the administrative officer of fiscal affairs of the Department of Agriculture. The Chief of the Division of Accounts and Disbursements may, subject to the approval of the Secretary of Agriculture, make such changes in methods of accounting and disbursing in the Forest Service as he shall deem necessary from time to time, and in all matters pertaining to accounts and disbursements the fiscal agents of the Forest Service will be governed by his instructions.

The publicity work of the Department will, in every detail, be approved by the Chief of the Bureau, Office, or Division interested, and be submitted to the Secretary of Agriculture before publication.

This order shall take effect at once, and all orders in conflict herewith are hereby revoked.

James Wilson
Secretary of Agriculture.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

APRIL 4, 1910.

GENERAL ORDER NO. 139.

All Department employees are hereby directed to return to the Department Library all books and periodicals belonging to or borrowed through the Library, before leaving the city for a period of more than two weeks. In case certain books are needed for use by others in the same office, they must be charged to some one who will be responsible for them. Also, when leaving for a period of less than two weeks, employees having books charged to them must place them in the care of some one who will be responsible for them and who will be able to return the books if they are needed. *In no case must books be left at home or in locked desks at the Department.*

James Wilson
Secretary of Agriculture.

F. G. KELSEY,
Acting Chief Clerk.

DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

GENERAL ORDER NO. 140.

DUTIES OF THE SOLICITOR.

The Act of Congress approved May 26, 1910, contains the following provision:

"Hereafter the legal work of the Department of Agriculture shall be performed under the supervision and direction of the Solicitor."

To carry into effect this provision of law it is hereby ordered that the legal work of the various bureaus, offices, and divisions of this Department shall hereafter be conducted as follows:

1. WEATHER BUREAU.—The legal work of the Weather Bureau, including all matters on which legal advice is necessary, shall be referred to the Solicitor. Telephone and telegraph contracts, leases, and renewals of leases, contracts for the erection of buildings, and all other legal agreements will be prepared by the Solicitor upon request from the Chief of the Weather Bureau.

2. BUREAU OF ANIMAL INDUSTRY.—The legal work of the Bureau of Animal Industry, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor. All alleged violations of the animal quarantine laws, the meat-inspection law, and the twenty-eight hour law will be referred to the Solicitor to determine the action to be taken by the Department of Agriculture. No recommendation relative to the legal side of any case arising under the quarantine laws, the meat-inspection law, or the twenty-eight hour law shall be made to any officer of the Department of Justice, nor shall communications, oral or written, be addressed to any officer of the Executive Departments regarding matters arising in connection with Acts of Congress with which this Department is concerned, except with the approval of the Solicitor, obtained in advance.

3. BUREAU OF PLANT INDUSTRY.—The legal work of the Bureau of Plant Industry, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor.

4. FOREST SERVICE.—The legal work of the Forest Service shall be conducted in accordance with General Order No. 138, dated January 15, 1910, subject to the following change: On and after July 1, 1910, the positions of Law Officer, First Assistant Law Officer, and Assistant Law Officer, in Washington, will be discontinued, and the law work of the Forest Service, in Washington, will be performed under the immediate direction of the Solicitor.

5. BUREAU OF CHEMISTRY.—The legal work of the Bureau of Chemistry, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor. In accordance with section 4 of the Food and Drugs Act of June 30, 1906 (34 Stats., 768), the examination of foods and drugs, in connection with the enforcement of the Act, shall be made in the Bureau of Chemistry. After such examinations, all the evidence in all cases, with such summaries to be prepared by the Bureau of Chemistry as the Solicitor shall prescribe, shall be referred to the Solicitor to determine whether a prima facie case has been made and to recommend to the Secretary whether citation to a hearing shall issue. In all cases where citations issue the Solicitor will prescribe the form and manner of issuing and the parties to whom citations shall issue. Hearings will be held by or under the supervision of the Board of Food and Drug Inspection, as heretofore. In every instance, after a hearing has been held or an opportunity for a hearing afforded, the case, including all papers in reference thereto, together with such summaries as the Bureau of Chemistry shall prepare at the direction of the Solicitor, shall be submitted to the Solicitor, for recommendation to the Secretary as to whether the case shall be reported to the Department of Justice for prosecution. The Board of Food and Drug Inspection will submit to the Solicitor, for recommendation to the Secretary, all proposed seizures to be effected under section 10 of the Food and Drugs Act.

The Board shall also submit to the Solicitor all the evidence in its possession at the time seizures are proposed, and shall report to him promptly all facts which may develop subsequently in regard thereto. The Solicitor will continue, as heretofore, to prepare the notices of judgment authorized under section 4 of the statute, and will have general supervision of the preparation of all Food Inspection Decisions issued from time to time. No recommendation relative to the legal side of any case arising under the Food and Drugs Act shall be made to any officer of the Department of Justice, nor shall communications, oral or written, be addressed to any officer of the Executive Departments regarding matters arising in connection with Acts of Congress with which this Department is concerned, except with the approval of the Solicitor, obtained in advance.

6. BUREAU OF SOILS, BUREAU OF ENTOMOLOGY, BUREAU OF BIOLOGICAL SURVEY.—The legal work of these bureaus, including the drafting of agreements and all other matters on which legal advice is necessary, shall be referred to the Solicitor.

7. DIVISION OF ACCOUNTS.—The legal work of the Division of Accounts, including all matters on which legal advice is necessary, shall be referred to the Solicitor, including the preparation of requests for the signature of the Chief of the Division of Accounts upon the Comptroller of the Treasury, for his opinion.

8. DIVISION OF PUBLICATIONS, BUREAU OF STATISTICS, LIBRARY, OFFICE OF EXPERIMENT STATIONS, and OFFICE OF PUBLIC ROADS.—The legal work of these bureaus and offices, including the drafting of agreements and all matters on which legal advice is necessary, shall be referred to the Solicitor.

Compilations of laws in which the Department is interested will be prepared under the direction of the Solicitor, when requested by a chief of bureau and ordered by the Secretary. All requests for authorization of any Department officers or employees to travel for the purpose of attending court proceedings as witnesses, or to confer with officers of the Department of Justice concerning the preparation of cases for trial, as well as accounts rendered for expenses incurred under such authorizations, shall be submitted to the Solicitor for his approval. Arrangements for the employment of necessary witnesses not connected with the Department shall also be made with his approval.

This order shall take effect July 1, 1910. It supplements General Order No. 85, dated June 17, 1905, which is continued in full force and effect.

James Wilson

Secretary of Agriculture.

JUNE 9, 1910.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 21, 1910.

GENERAL ORDER No. 141.

Hereafter no expenses other than for salaries will be allowed subordinate employees of the Department of Agriculture while in attendance, at their own request, upon any conventions or meetings of associations of any kind.

Special order of June 17, 1907, is amended accordingly.

James Wilson
Secretary.

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General Order No. 142.

DEPARTMENT OF AGRICULTURE,
October 1, 1910.

To the Officers and Employees of the Department of Agriculture:

Your attention is respectfully invited to the following rules and regulations of the Civil Service Commission pertaining to political assessments and partisan political activity of officeholders, and all employees of this Department are enjoined to strictly adhere thereto:

1. POLITICAL ACTIVITY.

Rule I, section 1, of the Civil Service Rules reads as follows:

> No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

The first sentence of the rule applies to every person in the executive civil service, irrespective of the method of his appointment. The second sentence of the rule applies to all persons holding positions in the competitive classified service, whether the appointment be permanent or temporary in character, and by departmental action has also generally been made applicable to unclassified laborers.

The following forms of activity have been held to be forbidden by this provision:

Service on political committees; service as delegates to State, county, or district conventions of a political party, although it was understood that the employees were not "to take or use any political activity in going to these conventions or otherwise violate the civil-service rules;" service as officer of a political club, as chairman of a political meeting, or as secretary of an antisaloon league; continued political activity and leadership; activity at the polls on election day; the publication or editing of a newspaper in the interests of a political party; the publication of political articles bearing on qualifications of different candidates; the distribution of political literature; holding office in a club which takes an active part in political campaigns or management; making speeches before political meetings or clubs; activity in local-option campaigns; circulation of petitions having a political object, of petitions proposing amendments to municipal charter, of petitions favoring candidates for municipal offices, and of local-option petitions; candidacy for or holding of elective office; accepting nomination for political office with the intention of resigning from the competitive service if elected; recommendation by clerks and carriers of a person to be postmaster; service as a commissioner of election in a community where it was notorious that a commissioner of election must be an active politician; service as inspector of election, ballot clerk, ballot inspector, judge of election, or member of election board; or generally any form of activity in political management or political campaigns, though not specifically mentioned above.

Inasmuch as the issuance of a certificate for reinstatement is discretionary with the Civil Service Commission, no certificate will be issued in any case where the party applying for reinstatement has previously resigned with a view of running for office, or with a view of indulging in a degree of political activity which would be prohibited if he had remained in the service, and who afterwards, having failed in his candidacy or having indulged in the contemplated activity, seeks reinstatement.

2. POLITICAL ASSESSMENTS OR CONTRIBUTIONS.

The Civil Service Act provides that "no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so." Section 118 of the Criminal Code provides that no Federal officer or employee shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any political assessment, subscription, or contribution from any other Federal officer or employee. Section 120 of the Criminal Code prohibits the discharge, promotion, or degrading of any officer or employee for giving or failing to make any political contribution. Section 121 of the Criminal Code prohibits any Federal officer or employee from making any such political contribution to another Federal officer or employee, and Section 119 prohibits the solicitation or receipt of any political contribution in any room or building occupied in the discharge of official duties by any officer or employee of the United States, or on other Federal premises, by any person whatsoever, whether in the public service or not. In connection with this latter provision, the United States Supreme Court has held that a solicitation by letter or circular addressed and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties, is a solicitation within the meaning of the law, the solicitation taking place where the letter was received. Section 122 of the Criminal Code provides that whoever shall violate any provision of the four sections above mentioned shall be fined not more than $5,000, or imprisoned not more than three years, or both.

It is the duty of the Civil Service Commission to see that the Civil Service Act and Rules and the above-mentioned sections of the Criminal Code, which were originally enacted as a part of the Civil Service Act, are strictly enforced, and it will employ every legitimate and available means to secure the prosecution and punishment of persons who may violate them. The Commission requests any person having knowledge of any such violation to lay the facts before it that it may at once take action thereon.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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December 22, 1910.

GENERAL ORDER NO. 143.

To assist the Secretary of Agriculture in the enforcement of the Insecticide Act of 1910, the following officers of the Department of Agriculture are appointed as members of the Insecticide and Fungicide Board, which is hereby created:

Dr. Marion Dorset, of the Bureau of Animal Industry, Chairman; Mr. M. B. Waite, of the Bureau of Plant Industry; Professor A. L. Quaintance, of the Bureau of Entomology; and Dr. J. K. Haywood, of the Bureau of Chemistry. A. W. Smith is hereby designated Executive Officer of the Board.

The operations of the Board will be conducted under rules and regulations to be approved by the Secretary of Agriculture.

James Wilson

Secretary of Agriculture.

United States Department of Agriculture,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

REGULATIONS GOVERNING LEAVES OF ABSENCE

IN THE

DEPARTMENT OF AGRICULTURE.

WASHINGTON : GOVERNMENT PRINTING OFFICE : 1911

United States Department of Agriculture,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

JANUARY 1, 1911.

REGULATIONS GOVERNING LEAVES OF ABSENCE IN THE DEPARTMENT OF AGRICULTURE.

GENERAL ORDER NO. 144.

To Officers and Employees of the Department of Agriculture:

Pursuant to the Act of Congress of March 15, 1898, as amended by the Acts of July 7, 1898, and February 24, 1899,[1] authorizing leaves of absence, the following regulations are hereby promulgated, effective January 1, 1911, and all prior rules and regulations on this subject are revoked.

GENERAL.

1. **Authority to grant leaves.**—The head of each Bureau is authorized to grant annual leave with pay not exceeding thirty (30) days in each calendar year, and extension of leave on account of sickness not exceeding fifteen (15) days; sick leave in excess of such fifteen (15) days to be granted in meritorious cases only, by the Secretary, on recommendation of the Chief of Bureau.

2. **Records to be kept in Bureaus; time clerks.**—Uniform records of leaves of absence shall be kept in the Chief Clerk's office of each Bureau of the Department; and a time clerk shall be designated to keep such records in each Bureau. Leave shall be granted to employees of the Office of the Secretary upon approval of the Chief Clerk of the Department, who shall keep in his office records of all such leave. (See paragraph 8.)

3. **Inspection of records by Chief Clerk of Department.**—All records of leaves of absence shall be kept up to date and shall be accessible at all times for inspection by the Chief Clerk of the Department; there may also be required periodical reports to the Chief Clerk of the Department.

4. **Interpretation of regulations.**—Questions of interpretation of regulations governing leaves of absence, and questions not covered by these regulations, except questions of law, shall be submitted to the Chief Clerk of the Department for decision.

[1] See Appendix, p. 12.

5. **Applications for leave.**—Applications for leave of absence shall be made upon printed forms applicable to all Bureaus of the Department. A supply of these forms will be furnished by the Chief Clerk of the Department, and are intended for use in making applications for leaves of absence.

6. **Form of application.**—The form of application for leave of absence shall specify the beginning and ending (both dates inclusive) of the period for which such leave is desired. It must contain memoranda of all previous absences of the applicant during the calendar year then current, which memoranda shall be prepared and signed or initialed by the time clerk of the Bureau. The application must bear the signature of the applicant, the recommendation of the chief of division or office in which the applicant is serving, and the approval of the Chief of Bureau.

When the application for leave is on account of sickness for a period of two (2) days or less, and is not accompanied by a certificate of attending physician, the certificate on the back of the form must be made by applicant, and sworn to before a notary public; if the application for leave is on account of sickness for a period exceeding two (2) days, the certificate of the attending physician on the back of the form must be secured and certificate of notary is not required.

The form shall provide for approval by the Chief Clerk of the Department for sick leave exceeding fifteen (15) days, previously granted, or leave without pay.

7. **Form of application for annual leave for less than a day.**—Absence for a period less than a day may be granted upon an application form bearing the signature of the applicant, recommendation of the official in charge, and the approval of the Chief or Chief Clerk of the Bureau. A supply of these forms will be furnished by the Chief Clerk of the Department.

8. **Record of absence.**—A record of leaves of absence, for each employee, shall be kept by the time clerks of the Bureaus, and such record shall be in the form of printed cards showing the name of the employee, the Bureau in which he serves, and the date of reporting for duty. They are designed to show at a glance the total amount of leaves of absence granted, by days, months, and totals. A supply of these forms will be furnished by the Chief Clerk of the Department, and shall be used uniformly by all Bureaus.

All applications for leave when granted shall be entered by the time clerk of each Bureau on the card records of absence, and the leave slips when completed, showing return to duty, shall be placed therewith; and all such records shall be carefully preserved for a period of three (3) years.

All other systems of time records in use in the Department shall be discontinued.

9. New employees.—Regular employees who have been in the service of the Department for less than a year and served a probationary period of six (6) months, including those reinstated, may be granted annual and sick leave of absence at the rate of two and one-half (2½) days per month of service: *Provided, however,* That persons transferred from other Departments, or from one Bureau or Office to another within this Department, may be allowed transfer of accrued leave upon statement received from the Department or Bureau from which the transfer is made showing the amount of leave due at the time of transfer.

10. Probationary employees.—Probationary employees in Washington, after service of two (2) months, may be granted leaves of absence at the rate of two and one-half (2½) days a month, and probationary employees outside of Washington at the rate of one and one-fourth (1¼) days a month, computed from the date of beginning of appointment.

11. Temporary employees.—Temporary employees, after service of two (2) months, may be granted leave of absence at the rate of two and one-half (2½) days a month, computed from the beginning of the third month.

12. Per diem employees.—Per diem employees shall not be granted leave with pay if their appointments state salary "for days actually employed," or if their employment is temporary. If per diem rate is simply a measure of salary and they are regularly and continuously employed without limitation, they are entitled to leave the same as those with annual or monthly rates of salary.

13. Allowance of leave confined to current year.—Leaves of absence are not cumulative; employees who are unable to avail themselves of leave within the calendar year will not be entitled to it, or any portion thereof, in a subsequent year; nor will leave be granted to be used in one year and charged to a subsequent year.

14. Only accrued leave allowed on resignation, etc.—On separation from the Department by resignation, dismissal, or transfer, employees may be allowed only accrued leave at the rate of two and one-half (2½) days for each month of service since the first of the calendar year.

15. Sundays and legal holidays.—Sundays and legal holidays and holidays by executive order, whether for the whole or part of a day, at the beginning or end of any kind of leave, or within a period of annual leave, will not be counted as leave; but those which occur within a period of sick leave or leave without pay will be counted. (See paragraph 47.)

16. Saturday afternoons in summer.—Saturdays in July, August, and September will be charged as four (4) hours in annual leave, and as a whole day in sick and without-pay leave.

17. **Office hours.**—The hours of labor, unless otherwise specially ordered, shall begin at 9 o'clock a. m. and close at 4.30 p. m., with one-half hour between 12 m. and 1 p. m. for luncheon, the particular half hour within that period in the different Bureaus to be designated by the Chiefs of the respective Bureaus. All employees shall be required to strictly observe the office hours.

In the interests of the service, so that all the employees in important offices shall not be absent at the same time, Chief Clerks may vary the time for luncheon of certain employees.

ANNUAL LEAVE.

18. **Distribution of leave.**—In no case shall administrative officers recommend or approve the granting of leave when to allow it will cause embarrassment to the service; and leave should be distributed or allotted to employees, if necessary, in the months when the work of the office will be least affected.

19. **Leave revocable.**—Leave of absence may be revoked at any time and the employee ordered to return to duty before its expiration, should the exigencies of the service require it.

20. **Application in advance.**—Application must be made in advance of the date of the beginning of the leave on the blank form provided therefor by the Department, and no applicant for annual leave will be permitted to be absent from duty until notification has been received of the granting of the same.

21. **Consecutive days only.**—Application should be made for only the number of consecutive days desired.

22. **Luncheon half hour deducted in fractional absence.**—The luncheon half hour is deducted from annual leave for part of a day when it occurs during the absence, as from 11 a. m. to 3 p. m., which should be charged as three and one-half ($3\frac{1}{2}$) hours and not as four (4) hours.

23. **Deduction from annual leave for absence without pay.**—Proportionate deduction from annual leave shall be made at the rate of one (1) day for each twelve (12) days, and multiples thereof, of furlough or leave without pay. (See also paragraphs 44, 45, and 46.)

24. **No leave granted for less than fifteen minutes.**—Absence less than fifteen (15) minutes will be charged as fifteen (15) minutes; and absence in excess of fifteen (15) minutes will be charged in multiples of fifteen (15) minutes.

25. **Time of departure and return of employee to be noted.**—Any administrative officer who shall receive notification from the Chief Clerk of Bureau that leave of absence has been granted to any employee under his supervision will note the exact time of the departure of such person and the exact time of his return to duty, and return application blank promptly to the Chief Clerk or time clerk of the Bureau.

SICK LEAVE.

26. Conditions governing granting of sick leave.—An extension of leave on account of sickness, not exceeding fifteen (15) days in the calendar year, may be granted by the Chief of each Bureau; sick leave in excess of such fifteen (15) days previously granted may be allowed in particularly meritorious cases only, by the Secretary, on recommendation of the Chief of Bureau.

Sick leave may be granted upon any one of the following conditions:

(a) Where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee.

(b) Where through exposure to contagious disease, whether in his own family or not, the employee's presence in the Department would jeopardize the health of fellow-clerks.

(c) In exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty (30) days in any one year would work peculiar hardship.

Condition (c) is made up of a group of facts or circumstances which must combine to authorize the granting of leave on account of personal illness. The case must be (1) exceptional, (2) meritorious, and (3) such that a denial of the leave would work not ordinary but peculiar hardship. What will in this connection constitute an "exceptional" case, a "meritorious" case, and "peculiar hardship" can not be defined in any general rule, but must depend upon the exercise of a reasonable discretion in the consideration of the circumstances.

27. Leave may be granted before annual leave.—Extension of annual leave on account of sickness may be granted at any time during the year, even though no annual leave shall have been granted at the time of such extension.

28. Applications for leave; physician's certificate.—Applications for sick leave must be filed on the form prescribed by the Department and be accompanied by a certificate, therein provided for, of the attending physician where one was employed, and in all cases where no physician was employed the specific reasons for not employing one must be stated.

29. Only regularly practicing licensed physicians.—Certificates of sickness will be accepted from none but regularly practicing physicians, licensed according to law.

30. Without physician's certificate.—Sick leave will not be allowed without a physician's certificate unless application is accompanied by a sworn statement that the absence was due to illness, that the employee was unable to perform official duties, and that no physician was employed. (See paragraph 31.)

31. Limitation of leave based on affidavit.—Periods not exceeding two (2) days may be granted on affidavit, and the aggregate of affidavit sick leave shall not exceed twelve (12) days in one year.

32. Not less than one day granted.—Sick leave will not be granted for less than one (1) day; absence for less than one (1) day shall be charged against annual leave.

33. Slight ailments.—Slight ailments or indisposition will not be accepted as sufficient cause for allowing sick leave; such absences should be charged to annual leave.

34. Absentees must report fact within twenty-four hours.—An employee absent on account of personal illness must report the fact to the Chief Clerk of the Bureau in which employed immediately; if such report is not made within twenty-four (24) hours, the time lost may be charged to annual leave or leave without pay.

35. Application must be made within three days.—Application for sick leave must be made within three (3) days after the return of the employee to duty.

36. Quarantine.—When an employee has been exposed to a contagious disease against which the medical authorities quarantine the patient, he should immediately file with the Chief Clerk of the Bureau in which employed a certificate from the attending physician, where such be the case, stating that in his judgment the presence of the employee in the office would jeopardize the health of fellow clerks. Application for leave with pay for the time lost must be accompanied by a certificate of the attending physician certifying that all danger from contagion has passed.

37. Modifying annual leave to sick leave.—No modification of annual to sick leave will be made unless sickness begins on or before the first day of the period granted as annual leave, when the latter may be surrendered and sick leave granted instead under the usual limitations. The circumstances and surroundings of an employee on vacation are usually so different from when on official duty that it seems beyond the intent of the law and regulations to grant sick leave during a period of annual leave.

38. Deduction from allowance because of leave without pay.—Proportionate deduction from sick leave shall be made at the rate of one (1) day for each twelve (12) days, and multiples thereof, of furlough or leave without pay. This applies also to reinstated employees in regard to the period of their separation from the Department in the current year. (See paragraphs 44, 45, and 46.)

39. Investigation.—The Chief of Bureau shall carefully consider the merits of every application for an extension of leave with pay beyond thirty (30) days which shall be presented by his employees, in so far as the actual sickness or exposure to contagion is concerned; and shall cause to be investigated those employees

who habitually apply for excessive sick leave, and if abuse of the privilege be found, report the same to the Office of the Secretary.

40. Penalties for deception.—All employees will be held to a strict accountability for statements made by them of inability to perform duty. When sick leave has been granted and subsequent developments prove that it was obtained by misrepresentation, it will be charged to leave without pay, even if the offender has annual leave still due. A second attempt to mislead or deceive official superiors, directly or indirectly, in regard to absence on account of alleged sickness, will be deemed sufficient cause for dismissal.

LEAVE WITHOUT PAY.

41. Appointment terminated "without prejudice;" reinstatement.—When an employee has been absent for more than sixty (60) days, and there is no probability of his immediate return to duty, his appointment may be terminated "without prejudice." Such employee, however, will be eligible for reinstatement at any time within one year from the date of separation from the service.

42. Not a right, but a favor.—Leave without pay is not to be considered as a right. It may be allowed on account of sickness when the regular leave has been exhausted, but otherwise it will be granted only when, in the opinion of the Chief of the Bureau, the public business will not suffer by the absence and when reasonable cause is shown, such as important business or emergencies of a serious nature.

43. Applications.—Applications for leave without pay must be filed on the form prescribed by the Department and shall be forwarded, with recommendation of the Chief of the Bureau, to the Chief Clerk of the Department for approval.

44. Deduction of pay for absence in excess of legal limit.—Absence of employees in excess of the legal allowance with pay must be covered by an application for leave of absence without pay for one (1) day or more, as no excess can be permitted without a deduction therefor. In the case of a deduction of a day's pay where the employee has not been absent an entire day he may take the balance of the day's time without further deduction, subject to approval by the Chief Clerk, provided the time is taken in the same year. (See paragraph 38.)

45. Basis for deduction from annual and sick allowance.—A proportionate deduction from allowance of both annual and sick leave shall be made at the rate of one (1) day for each twelve (12) days, and multiples thereof, of furlough or leave without pay in the current year; and in the case of employees outside of Washington, at the rate of one (1) day for each twenty-four (24) days and multiples thereof.

46. Retroactive deduction from leave.—If absence without pay for twelve (12) days and multiples thereof should occur after leave is exhausted, application for leave without pay to modify the excess of leave already taken will be required.

47. Sunday between sick leave and leave without pay counted.—When sick leave expires on (including) Saturday and the employee continues absent, beginning Monday following on leave without pay, the intervening Sunday is charged without pay.

48. Absence without leave.—Immediate notification must be given to Chief Clerks of Bureaus of all absence from duty for any cause, without leave having been previously asked for and granted. Any employee who is absent without leave for any cause may also be required to explain to his immediate superior, in writing, at the earliest practicable moment, the cause of his absence and of his failure to ask for permission to be absent. If it is found that he was absent upon insufficient cause, or if his failure to obtain permission to be absent is not satisfactorily accounted for, the time lost will be charged to leave without pay, and such further action as may be deemed necessary will be taken. Avoidable or willful absence without leave is an offense against office discipline.

EMPLOYEES OUTSIDE OF WASHINGTON, D. C.

49. Regulations applicable to field service.—The foregoing regulations are applicable, within legal limits and as far as practicable, to the field and station services connected with this Department outside of Washington, D. C.

50. Leave of absence of employees.—The Act making appropriations for the Department of Agriculture, approved May 23, 1908, provides that "The employees of the Department of Agriculture outside of the city of Washington may hereafter, in the discretion of the Secretary of Agriculture, be granted leave of absence not to exceed fifteen days in any one year, which leave may in exceptional and meritorious cases, where such an employee is ill, be extended in the discretion of the Secretary of Agriculture, not to exceed fifteen days additional in any one year."

51. Applications.—An employee whose official station is other than Washington, D. C., who may wish to absent himself from duty for more than five (5) days will be required to file with his immediate superior an application on form provided by the Department stating the period for which leave of absence is desired. Any superintendent, observer, inspector, chief of a field party, or other supervisory official receiving such an application will promptly forward the same, with his recommendation, to the Chief of his Bureau at Washington, who will at once approve or disapprove the application. Persons not assigned to any station or party will address their applications directly to the Chief of their respective Bureaus.

52. Leave for five days or less.—Observers, inspectors, superintendents in charge of stations, chiefs of field parties, or other supervising officials may grant to employees of their respective offices or forces permission to be absent for periods not exceeding five (5) days, but in every such case the absence must be promptly reported to the Chief of the Bureau at Washington, who will cause the same to be entered upon and filed with the employee's record.

53. Field employees serving part of time in Washington.—Regular employees of the Department outside of Washington, who are transferred to the service in Washington, may be granted leaves of absence at the rate of one and one-fourth ($1\frac{1}{4}$) days per month until date of transfer, and two and one-half ($2\frac{1}{2}$) days per month in Washington. Field employees serving temporarily in Washington will not be granted leave in excess of fifteen (15) days annual and fifteen (15) days sick in any one year.

54. Enforcement of regulations.—Chiefs of Bureaus and all supervisory officials will be held strictly responsible and accountable for the enforcement of these regulations.

JAMES WILSON,
Secretary.

APPENDIX.

PROVISIONS OF LAW RELATING TO LEAVES OF ABSENCE OF CLERKS AND OTHER EMPLOYEES.

In section 7 of the legislative, executive, and judicial appropriation act approved March 15, 1898, it is provided that—

* * * The head of any Department may grant thirty days' annual leave with pay in any one year to each clerk or employee: *And provided further*, That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the Department would jeopardize the health of fellow-clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the head of the Department, with pay, not exceeding thirty days in any one case in any one calendar year.

This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the Department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall be stopped upon the expiration of the granted leave.

The deficiency appropriation act approved July 7, 1898, provides that—

* * * nothing contained in section seven of the act making appropriations for legislative, executive, and judicial expenses of the Government for the fiscal year eighteen hundred and ninety-nine, approved March fifteenth, eighteen hundred and ninety-eight, shall be construed to prevent the head of any Executive Department from granting thirty days' annual leave with pay in any one year to a clerk or employee, notwithstanding such clerk or employee may have had during such year not exceeding thirty days' leave with pay on account of sickness as provided in said section seven.

The legislative, executive, and judicial act approved February 24, 1899, provides that—

* * * the thirty days' annual leave of absence with pay in any one year to clerks and employees in the several Executive Departments authorized by existing law shall be exclusive of Sundays and legal holidays.

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Department of Agriculture

OFFICE OF THE SECRETARY

Washington

April 25, 1911.

GENERAL ORDER NO. 145.

An officer or employee of the Department of Agriculture transferred from one official station to another for permanent duty, in addition to actual traveling expenses provided for in the Fiscal Regulations of the Department, may hereafter, within the discretion and under the written instructions of the chief of the Bureau, service, or independent division or office in which the officer or employee serves, be allowed freight and drayage charges for the transfer of his household effects, and of other personal property used by such officer or employee when transferred, in official work, not exceeding in all 3,500 pounds: Provided, That saddle and other animals will be transported at Government expense only when used in official work. (Agricultural Appropriation Act, March 4, 1911; Public No 478.)

Shipments under the provisions of the foregoing paragraph must be made on Department bills of lading, and each account must be accompanied by the letter of instructions, and the certificate of the officer best qualified to make it that the property so shipped consists of the household goods of the officer or employee transferred and is exclusively his property, that all other personal property transferred is to be used in official work, and that the transportation was furnished on the occasion of his permanent transfer to a new official station.

This order supersedes all orders and regulations heretofore issued on this subject.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 1, 1911.

GENERAL ORDER NO. 145-A.

General Order No. 145, dated April 25, 1911, is hereby amended so as to permit the Forester to authorize the District Foresters to issue written instructions under which transferred employees may be allowed freight and drayage charges for the transportation of their household effects and other personal property, as provided in the said General Order, with the same effect as if the instructions had been issued in person by the Forester.

James Wilson
Secretary.

U. S. DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

AUGUST 23, 1911.

General Order No. 146.

DISTRIBUTION OF PUBLICATIONS.

To promote a careful distribution of publications and to prevent waste and duplication, it is hereby ordered that the following rules be rigidly observed:

(A) DISTRIBUTION IN THE UNITED STATES, CANADA, CUBA, AND MEXICO.

1. In the distribution of the regular publications of the various Bureaus, Divisions, and Offices, preference shall be given to libraries, educational and scientific institutions, the press, State and foreign officials connected with agriculture, exchanges, and the bureau and divisional lists comprising such persons as are rendering tangible service to the Department either by active cooperation or as special correspondents, or those particularly interested in the work. Miscellaneous applicants will be supplied as long as the demand continues and funds for printing will permit. After that applicants will be referred to the Superintendent of Documents, of whom the publications can be obtained at a nominal charge under the law. This does not apply to Farmers' Bulletins, emergency circulars, or circulars of general interest which are issued in large editions and are distributed to the regular mailing lists and to miscellaneous applicants. All publications shall be distributed by the Division of Publications in accordance with the law of January 12, 1895. The mailing lists of all Bureaus, Divisions, and Offices shall be kept in the Division of Publications, where the addressing of the franks or envelopes for the mailing of publications shall be done.

2. The Office of Experiment Stations shall have charge of the list of the libraries of the State agricultural colleges and experiment stations. The Librarian of the Department shall have charge of the list of other libraries and institutions which receive all the publications of the Department.

3. To prevent duplication, the Bureaus and Divisions shall file in the Library of the Department lists of libraries and other institutions to which their publications are regularly sent. The Librarian shall be notified of all changes in and additions to these lists.

4. All letters received by a Bureau or Division which are simply requests for publications shall be referred to the Division of Publications for attention and reply.

(B) DISTRIBUTION OF DEPARTMENT PUBLICATIONS TO FOREIGN COUNTRIES EXCLUSIVE OF CANADA, CUBA, AND MEXICO.

1. The distribution of publications to foreign countries shall be confined to libraries, educational and scientific institutions, the press, State and foreign officials connected with agriculture, exchanges, and such persons as are rendering tangible service to the Department, either by active cooperation in its work or as special correspondents.

2. The Librarian of the Department shall have charge of the list of foreign libraries and institutions ("Libraries list") which receive all the publications of the Department, and also the lists of libraries and institutions which receive regularly the Yearbooks and Farmers' Bulletins. In addition, the Library shall maintain an "exchange list" to which shall be sent regularly the Monthly List of Publications of the Department. This list shall be confined to libraries, institutions, and individuals privileged to receive miscellaneous publications free on request, in accordance with the provisions of section B, paragraph 1.

3. The Bureaus, Divisions, and Offices may have mailing lists for their respective publications. No list shall, however, exceed 200, with the exception of the list for the Experiment Station Record. Bureaus, Divisions, and Offices having foreign mailing lists shall file copies of them with the Librarian of the Department, who shall be notified of all changes in and additions to the lists. Requests for the sending of publications to their lists from the various Bureaus, Divisions, and Offices shall be sent by them to the Librarian of the Department, who will authorize the sending of the publications by the Division of Publications. For the purpose of preventing duplication and for use in obtaining exchanges, the Librarian shall maintain a consolidated list of all the addresses appearing on the foreign mailing lists of the Department.

4. The number of individuals appearing on the foreign mailing list of any Bureau, Division, or Office shall not exceed 10 per cent of the total number of addresses appearing on the list.

5. No general consular list shall be maintained. Any consular distribution desired must be on a list especially prepared for each publication and must be approved by the Secretary.

6. Miscellaneous foreign requests, including requests for publications selected from the Monthly List, shall be referred to the Librarian of the Department, who, in acting upon the requests, shall be governed as to the fr distribution by the provisions of section B, paragraph 1. Requests from applicants not entitled to the publications free of charge shall be referred by the Librarian to the Division of Publications, which office shall inform the applicants in regard to the possibility of obtaining the publications by purchase from the Superintendent of Documents.

7. Miscellaneous foreign requests addressed to the Bureaus and Divisions may be referred to the Librar the Bureaus and Divisions have no special interest in granting the request; or may be acted upon by them accordance with the provisions of section B, paragraph 1. The number of publications which each Bureau, Division, and Office may send to foreign countries, in addition to those sent (as issued) to the mailing lists, shall be limited as follows:

	Number per month.
Bureau of Animal Industry	75
Bureau of Biological Survey	15
Bureau of Chemistry	75
Bureau of Entomology	75
Office of Experiment Stations	75
Forest Service	125
Library (for Library publications)	10
Bureau of Plant Industry	75
Office of Public Roads	30
Division of Publications	10
Bureau of Soils	75
Bureau of Statistics	75
TOTAL	715

The Chief of the Division of Publications is authorized to honor requests of this character to the extent set forth above. Any unused credit in one month may be carried over and used in the succeeding month. In order to simplify the records, the "authorization slips" will no longer be required. The miscellaneous orders on the Division of Publications for the sending of publications shall be made out in duplicate and both copies sent direct to the Chief of that Division. The Division of Publications shall keep a record of the original order of the number of publications sent, the date forwarded, and the postage required, and shall return the duplicate (carbon) copy with the same information to the Bureau or Office which ordered the publications. In case the publications are furnished by the Bureaus, etc., the method of procedure shall be the same, except that the order shall state that the publications accompanied it. Further information as to the details will be furnished by the Librarian of the Department, who will also provide the necessary blanks.

(C) REVISION OF MAILING LISTS.

All mailing lists maintained at present by the Bureaus and Divisions should be revised in accordance with the above regulations and revised copies furnished to the Librarian of the Department at the earliest practicable date. Lists shall hereafter be revised at least once in two years.

(D) EXCHANGES.

All exchanges received in return for Department publications shall be sent to the Library. When arranging exchanges with institutions, societies, and journals, the Bureaus and Divisions shall request that the exchanges be addressed to the Library of the Department, unless the Library is already receiving a sufficient number of copies.

This order supersedes General Orders Nos. 64, 66, and 96, and supplements in detail the recommendations in regard to publications in the Report of the Department Committee on Efficiency and Economy.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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October 3, 1911.

GENERAL ORDER NO. 147.

The vacancy on the Board of Food and Drug Inspection caused by the retirement from that Board of Mr. George P. McCabe, Solicitor of the Department, will be filled, until further orders, by Dr. Roscoe E. Doolittle, now Chief of the New York Food and Drug Inspection Laboratory, who will assume his duties as a member of the Board of Food and Drug Inspection at once. General Order No. 111, dated April 25, 1907, is hereby amended accordingly.

Recommendations for seizures under Section 10 of the Food and Drugs Act will be made by the Board of Food and Drug Inspection, and when approved by the Secretary, the papers in connection therewith will be transmitted to the Department of Justice through the Office of the Solicitor.

The employment of expert witnesses in cases arising under the Food and Drugs Act will be considered by the Board of Food and Drug Inspection and recommendations made to the Secretary. The amount of fees to be paid such witnesses will also be considered and determined by the Board of Food and Drug Inspection, subject to the approval of the Secretary.

Hereafter, and until otherwise ordered, all questions relating to citations for hearings under Section 4 of the Food and Drugs Act will be considered by the Board of Food and Drug Inspection and the determination made by a majority of that Board as to whether or not citation shall issue. After hearings are held, determination as to whether or not the case shall be sent to the Department of Justice for prosecution shall be made by a majority of the Board of Food and Drug Inspection. All cases recommended for prosecution by the Board of Food and Drug Inspection will be transmitted to the Office of the Solicitor for preparation and transmittal to the Department of Justice. General Order No. 140, dated June 9, 1910, is hereby amended accordingly.

James Wilson

Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

AMENDMENTS TO THE FISCAL REGULATIONS.

October 24, 1911.

GENERAL ORDER No. 148.

The Fiscal Regulations are hereby amended as follows:

Paragraph 9–B. Charges for extra baggage will not be allowed except in cases where the extra weight consists of public property, or private property to be used for public purposes, and must always be explained and supported by subvouchers when practicable.

Paragraph 9–E. Subvouchers for subsistence supplies must also show the period covered by the supplies.

Paragraph 9–F. Transfer of self and baggage—street car, transfer coach, omnibus, cab, carriage, taxicab, or automobile fares, and transfer of baggage between depots and hotels or residences: A fare of not to exceed 50 cents for transfer of self, and a charge of not to exceed 50 cents for transfer of each piece of baggage, if within the legal rates, will be allowed; payments in excess of these rates must be explained in writing. Transfers between hotels will only be allowed when satisfactorily explained.

Paragraph 9–G. Checking and porterage of baggage at hotels and depots, not to exceed 10 cents for each piece checked. A charge for hotel porter at official station or temporary headquarters will not be allowed.

Paragraph 9–O. Charges for Pullman chair-car service must show the points between which it is used, and where Pullman berth is used, it must also be shown whether upper or lower.

Paragraph 14–B. Where cash fares on railroads have been made, the initials of all railroads traveled upon must be stated, and the points between which the travel is performed must be shown.

Paragraph 14–C. Subvouchers must also be furnished for towel service, gas, electricity, and post-office box rent.

Paragraph 14–E. Suspended items resubmitted in a separate account, and unaccompanied by other items, need not be sworn to.

Paragraph 17. Street-car fares at official stations can not be allowed employees on the statutory roll, except where it is shown the expense was incurred in the transportation of Government property, and must be authorized specifically in advance.

Storage charges on baggage to avoid frequent transfers may be allowed when explained.

Paragraph 20. Unauthorized items: Items of expenditure appearing in traveling expense accounts, having no apparent relation to the usual and customary expenses of travel, must be specifically authorized before payment can be made therefor. If not provided for in the instructions, reference to such items should be made in a letter accompanying the account, with explanation as to their necessity.

Paragraph 54. Express shipments between points outside of Washington not made on Government bill of lading must be paid for by the employee shipping same, and included in his expense account. Receipts for express charges paid must show the points between which the shipment moved, a brief description of contents, the separate weight of each package composing the shipment, and the amount of charges paid.

Paragraph 79. Expense accounts covering a specific trip may be rendered at the end of the trip without waiting for the end of the month.

JAMES WILSON,
Secretary of Agriculture.

8—1725

CHIEF CLERK.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

BUREAU OF ANIMAL IND. STRY
No. 396
Rec'd MAR 15 1912
Answd 1912
Rec. By

March 13, 1912.

268

GENERAL ORDER NO. 149.

TO THE CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Concerning the disposition of accumulations of papers, records, documents, etc., in the Department of Agriculture, your attention is invited to the Act of Congress of March 4, 1907 (34 Stat., L.1281), which reads as follows:

> "And hereafter the Secretary of Agriculture is authorized to sell as waste paper, or otherwise to dispose of the accumulation of Department files which do not constitute permanent records, and all other documents and publications which have become obsolete or worthless."

To the end that there may be uniformity in the handling of matters pertaining to the disposition of worthless and obsolete papers, it is desired that heads of Bureaus, Divisions, and Offices in the Department of Agriculture secure, through the Chief Clerk of the Department, a special order, when it is necessary to dispose of documents, papers, etc., coming within the purview of the aforementioned Act of Congress. The Chief Clerk of the Department will then prepare a special order in accordance therewith, and the Chief of the Supply Division will, by such special order, be instructed to attend to the prompt destruction of such papers, either by selling as waste paper or by burning.

When disposition of the paper is to be made by burning, in the event it is not expedient to haul the worthless and obsolete papers to the boiler room on this Department's reservation, the special order may be designed to meet the exigencies of the particular case.

James Wilson
Secretary.

Attest:

C. C. Clark.
Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

269

March 18, 1912.

GENERAL ORDER NO. 150.

Inspection of the Sanitary or Hygienic Condition of Buildings.

The following Executive Order has been made:

"EXECUTIVE ORDER."

"The Surgeon General of the Bureau of Public Health and Marine-Hospital Service is hereby directed to inspect, or cause to be inspected, all buildings and offices used by the Government of the United States in the District of Columbia for the purposes of any of the Executive Departments of the Government, except the War Department and the Navy Department, at least once in each month, and to report to the head of the Department by which any such building is occupied, the sanitary or hygienic condition of such buildings and offices, making to the head of such Department such recommendations and suggestions as may be deemed necessary to promote sanitary or hygienic condition of such Department or office.

Copies of such reports shall also be filed with the Secretary to the President."

"WM. H. TAFT."

"The White House, March 15, 1912."

This order is hereby published and promulgated for the information and guidance of all concerned in this Department. All officials are directed to give intructions that buildings and rooms occupied by their respective offices be kept in a good sanitary and hygienic condition, free from dust, dirt and refuse.

W. M. HAYS.

Acting Secretary.

Attest:

Chief Clerk.

March 18, 1912.

GENERAL ORDER NO. 150.

Inspection of the Sanitary or Hygienic Condition of Buildings.

The following Executive Order has been made:

"EXECUTIVE ORDER."

"The Surgeon General of the Bureau of Public Health and Marine-Hospital Service is hereby directed to inspect, or cause to be inspected, all buildings and offices used by the Government of the United States in the District of Columbia for the purposes of any of the Executive Departments of the Government, except the War Department and the Navy Department, at least once in each month, and to report to the head of the Department by which any such building is occupied, the sanitary or hygienic condition of such buildings and offices, making to the head of such Department such recommendations and suggestions as may be deemed necessary to promote sanitary or hygienic condition of such Department or office.

Copies of such reports shall also be filed with the Secretary to the President."

"WM. H. TAFT."

"The White House, March 15, 1912."

This order is hereby published and promulgated for the information and guidance of all concerned in this Department.

All officials are directed to give instructions that buildings and rooms occupied by their respective offices be kept in a good sanitary and hygienic condition, free from dust, dirt and refuse.

W. M. HAYS.

Acting Secretary.

Attest:

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

272

April 9, 1912.

GENERAL ORDER NO. 151.

Communications to Congress.

The following Executive Order is published for the information and guidance of the officers and employees of the Department of Agriculture:

"EXECUTIVE ORDER."

"It is hereby ordered that petitions or other communications regarding public business addressed to the Congress or either House or any Committee or Member thereof by officers or employees in the civil service of the United States shall be transmitted through the heads of their respective departments or offices, who shall forward them without delay with such comment as they may deem requisite in the public interest. Officers and employees are strictly prohibited either directly or indirectly from attempting to secure legislation, or to influence pending legislation, except in the manner above prescribed.

This order supersedes the Executive orders of January 31. 1902, January 25, 1906, and November 26, 1909, regarding the same general matter."

"WM. H. TAFT."

"The White House, April 8, 1912."

This General Order supersedes General Orders No. 48, dated February 17, 1902; No. 93, dated January 27, 1906; and Circular Letter of November 29, 1909.

Your close attention to and strict observance of the above Executive Order is hereby enjoined upon each and every one in the Department of Agriculture.

W. M. Hays
Acting Secretary.

Attest:

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 9, 1912.

Doc Order No. 121.

Promulgations to Employees.

The following Service is published for the information and guidance of the officers and employees of the Department of Agriculture:

"ATTENTION OFFICE."

"It is hereby ordered that all persons in the employ of this Department, whether appointed by the Secretary or by any officer thereof, shall, during the hours of duty, devote their entire time, energy and attention to the business of the Department, and that no person shall, during the hours of duty, engage in any other business or occupation or receive any other salary than that received from the Department, except as authorized by law.

"Any violation of this order will be sufficient cause for removal from the service.

"WM. M. HART."

Washington, D. C., April 4, 1912."

This Secret Order supersedes Secret Order No. 50, dated February 17, 1909; No. 55, dated January 29, 1909; and Circular Letter of December 20, 1909.

Your close attention to and strict observance of the above is requested.

Any violation of this order will be severely punished.

Secretary of Agriculture.

Attest:

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 3, 1912.

GENERAL ORDER NO. 152.

Specifications for Portland Cement.

The following Executive Order is published for the information and guidance of the officers and employees of the Department of Agriculture:

"EXECUTIVE ORDER."

"It is hereby ordered that all Portland Cement that may hereafter be purchased by any Department, Bureau, Office, or independent establishment of the Government, or that may be used in construction work connected with any of the aforesaid branches of the Government service, shall conform in every respect to the specification for Portland cement adopted by the Departmental Conference at the meeting held at the Bureau of Standards on February 13, 1912, and approved by the heads of the several Departments (to be known as the United States Government Specification for Portland Cement): Provided, however, that such specification may be modified from time to time by any similar Departmental conference, with the approval of the heads of the several Departments."

"WM. H. TAFT."

"The White House, April 30, 1912."

This Order is hereby promulgated for the information and guidance of all concerned in this Department.

James Wilson
Secretary.

Attest:

Chief Clerk.

be United.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

BUREAU OF ANIMAL INDUSTRY
No.
Rec'd JUN 18 1912
Ans'd 1912
Sig. By

June 8, 1912.

276

GENERAL ORDER NO. 153.

On July 1, 1912, there will be inaugurated in the Department of Agriculture an accounting and reporting system in accordance with the principles outlined in Circular No. 19 of the President's Commission on Economy and Efficiency and Treasury Circulars Nos. 34 (revised), 35, and 36 on Government expenditures.

The Central Accounting Office of the system will be located in and constitute a part of the Division of Accounts and Disbursements under the supervision and control of the Chief of that Division, who will prepare and distribute a manual of procedure and necessary forms for the guidance and use of the Bureau Accounting Offices cooperating with the Central Accounting Office.

JAMES WILSON.
Secretary.

Attest:

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

278 ✓

June 27, 1912.

GENERAL ORDER NO. 154.

Paragraphs "9(k)" and "9(n)" of the Fiscal Regulations of the U. S. Department of Agriculture are hereby amended to read as follows:

"(k) Subsistence during Assignments in One Locality.-- An employee assigned to permanent duty at a new station will not be allowed lodging and meals after reaching his destination. A person assigned to temporary duty in one locality will be allowed lodging and meals only during the entire period of such employment, not to exceed thirty days, beginning with the first item of subsistence expense (meal or lodging) incurred after arrival and continuing up to, but not including, the corresponding item on the thirtieth day thereafter, unless it be otherwise provided in the letter of authorization. Temporary absence from the designated locality during any part of the said period shall serve neither to prolong the same nor to create any additional period. The provisions of this paragraph will not apply to employees of the Department traveling in the field and not assigned to temporary headquarters."

* *

"(n) Laundry.-- Reasonable expenses for laundry, not to exceed one dollar and twenty-five cents a week, fractional portions of a week to be prorated at the rate of twenty cents a day. Charges for laundry must include all expenses incurred for that item during the period for which the account is rendered and not brought forward from a previous account, and may also include expenses incurred at official headquarters at the termination of a trip for the laundering of clothes soiled by officers and employees during the trip. Subvouchers must be obtained when practicable."

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

279 ✓

July 1, 1912.

GENERAL ORDER NO. 155.

Attention is invited to the following provision in the Act, approved June 26, 1912, making appropriations to provide for the expenses of the government of the District of Columbia for the fiscal year ending June thirtieth, nineteen hundred and thirteen, and for other purposes:

"Sec. 8. No money appropriated by this or any other Act shall be expended for membership fees or dues of any officer or employee of the United States or of the District of Columbia in any society or association or for expenses of attendance of any person at any meeting or convention of members of any society or association, unless such fees, dues, or expenses are authorized to be paid by specific appropriations for such purposes or are provided for in express terms in some general appropriation."

Hereafter, in conformity with the foregoing provision, no officer or employee of the Department of Agriculture attending any convention or meeting of an association of any kind will be reimbursed for any expenses incurred in connection therewith. In case officers or employees desire to attend at their own expense society or association conventions or meetings which have for their object the advancement of sciences bearing directly upon the work of the Department of Agriculture or objects otherwise related to the work of the Department, permission must be secured in advance from the Secretary upon the recommendation of the Chief of the Bureau involved. When such permission is granted by the Secretary the time consumed by officers or employees in proceeding to such conventions or meetings, in attendance thereon, and in returning to their official duties, will be charged to annual leave, with or without pay, as the Secretary may direct.

All previous orders in conflict with the above are hereby revoked.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

285

August 19, 1912.

GENERAL ORDER NO. 156.

Hereafter, employees engaged in extraordinary lines of work, requiring special equipment, will be furnished with necessary articles of a personal nature and which are not of the kind ordinarily worn by employees when off duty, such as overalls, cook caps, rubber and other gloves, rubber boots, eye-shades, goggles, reading glasses, white suits, linen dusters, etc. Supplies of this character may be obtained in the same way as other supplies which the Department purchases out of available appropriations and keeps in stock. Employees on lump fund rolls will not be reimbursed on account of the purchase of such articles, except in cases where remoteness of situation or other like cause makes it impossible to procure them otherwise, and then only when the contract of employment authorizes the purchase of the articles. Employees on the statutory roll can not be reimbursed for purchases of personal equipment under any circumstance.

All articles of the kind described herein become the property of the United States, and must be accounted for as in the case of all other public property.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 19, 1912.

GENERAL ORDER NO. 156.

Hereafter, employees engaged in extraordinary lines of work, requiring special equipment, will be furnished with necessary articles of a personal nature and which are not of the kind ordinarily worn by employees when off duty, such as overalls, cook caps, rubber and other gloves, rubber boots, eye-shades, goggles, reading glasses, white suits, linen dusters, etc. Supplies of this character may be obtained in the same way as other supplies which the Department purchases out of available appropriations and keeps in stock. Employees on lump fund rolls will not be reimbursed on account of the purchase of such articles, except in cases where remoteness of situation or other like cause makes it impossible to procure them otherwise, and then only when the contract of employment authorizes the purchase of the articles. Employees on the statutory roll can not be reimbursed for purchases of personal equipment under any circumstance.

All articles of the kind described herein become the property of the United States, and must be accounted for as in the case of all other public property.

James Wilson

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 20, 1912.

GENERAL ORDER NO. 157.

The act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1913, provides:

> "That hereafter officials and employees of the Department of Agriculture may, when authorized by the Secretary of Agriculture, receive reimbursement for moneys expended for street-car fares at their official headquarters when expended in the transaction of official business."

Under the provisions of the foregoing paragraph, officers and employees of the Department of Agriculture may, when authorized by the Secretary of Agriculture, receive reimbursement for moneys expended for street-car fares at their official headquarters when expended in the transaction of official business requiring expedition and personal attendance.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 20, 1912.

GENERAL ORDER NO. 157.

The act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1913, provides:

"That hereafter officials and employees of the Department of Agriculture may, when authorized by the Secretary of Agriculture, receive reimbursement for moneys expended for street-car fares at their official headquarters when expended in the transaction of official business."

Under the provisions of the foregoing paragraph, officers and employees of the Department of Agriculture may, when authorized by the Secretary of Agriculture, receive reimbursement for moneys expended for street-car fares at their official headquarters when expended in the transaction of official business requiring expedition and personal attendance.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE,

OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

August 24, 1912.

GENERAL ORDER No. 158.

The act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1913, provides:

"That hereafter, when officials and employees of the Department of Agriculture are traveling on official business in the United States, they may be allowed necessary railroad and steamboat fares, sleeping berth, and stateroom on steamboats, livery hire and stage fare, and other means of conveyance between points not accessible by railroad, but in lieu of subsistence and all other traveling expenses they may receive a per diem allowance, to be fixed by the Secretary in each case, in addition to their regular salaries, subject to such rules and regulations as the Secretary of Agriculture may prescribe."

Under the provisions of the foregoing paragraph, all officers and employees of the Department of Agriculture on statutory and lump-fund rolls, when traveling on official business of the Department in the United States, on and after October 1, 1912, will be reimbursed for actual expenses incurred for necessary railroad and steamboat fares, sleeping berth, and stateroom on steamboats, livery hire and stage fare, street car, transfer coach and omnibus fares, transfer of baggage between depots and hotels, and other means of conveyance between points not accessible by railroad, but in lieu of subsistence and all other traveling expenses they will receive a per diem allowance, in addition to their regular salaries, not to exceed the maximum amounts set forth in the following classification. The chief of the particular bureau, independent division, or independent office, under whose direction the travel is to be performed, will recommend to the Secretary, in the request for authorization of the travel, the rate per diem which each officer and employee should receive, which rate must not exceed the maximum rate of the class to which the officer or employee belongs, as shown below, but may be as much less as the chief of bureau deems to be equitable and economical, taking into consideration the official position of the traveler, the character of the duties the traveler is called upon to discharge in connection with the travel, and the section of the country to be visited. All current letters of authorization will be amended in accordance with this order, and chiefs of bureaus, independent divisions, and offices will submit their recommendations to the Secretary as soon as practicable. In urgent or emergency cases, or where the station of the traveler is so remote as to render it impracticable to obtain the approval of the rate by the Secretary in advance of the travel, the officer or employee in charge may fix the rate, subject to the approval of the Secretary, but under no circumstances shall the rate so fixed be in excess of the maximum rate herein set forth.

CLASSIFICATION AND MAXIMUM PER DIEM ALLOWANCES FOR TRAVEL IN THE UNITED STATES BY OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE.

CLASS A.—By the chief clerk of the department, solicitor of the department, chiefs of bureaus, and chiefs of independent divisions and offices, not to exceed five dollars per diem.

CLASS B.—By officers and employees performing important scientific or professional work in the field, not to exceed four dollars per diem.

CLASS C.—By officers and employees performing field duties of a supervisory character, not to exceed four dollars per diem.

CLASS D.—By officers and employees subordinate to and assisting those in charge of field work, not to exceed three dollars and fifty cents per diem.

CLASS E.—By clerical employees performing administrative or executive work in the field, not to exceed three dollars and fifty cents per diem.

CLASS F.—By subclerical employees, not to exceed three dollars per diem.

CLASS G.—By artisans, skilled trade, and other employees not included in the foregoing classes, not to exceed three dollars per diem.

8—2000

Provided, however, that such per diem allowances as are specified above shall be increased one dollar in the cities of Albuquerque, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Denver, Detroit, Indianapolis, Kansas City (Mo.), Los Angeles, Milwaukee, Minneapolis, Missoula, New Orleans, New York, Ogden, Philadelphia, Pittsburgh, Portland (Oreg.), Seattle, Saint Louis, Saint Paul, Salt Lake City, San Francisco, and Washington, when the traveler remains one-half day or longer (two meals, or one meal and one lodging to be considered as a half day). On days for which the higher rate is claimed the account must show plainly that expenses were incurred for at least a half day.

The following travel expense items will be included in and covered by the per diem allowance: Baths, laundry, meals and lodging, fees to waiters, pullman fares in parlor or chair cars, fees to porters in sleeping cars, parlor or chair cars, steward fees, and the checking and porterage of baggage at hotels and depots.

The following expense items are not included in and covered by the per diem allowance, and will be allowed in addition thereto in accordance with the Fiscal Regulations: Cash fares on railroads and steamboats, cash paid for a sleeping car berth and berth on steamboats, street car, transfer coach and omnibus fares and transfer of baggage between depots and hotels, and telegraph and telephone messages on official business. Use of hotel room in the daytime for the transaction of official business will only be allowed when specifically approved by the Secretary. When meals are included in steamboat fare, a per diem allowance in lieu of subsistence will not be allowed.

Except as otherwise provided herein, fractional parts of a day will not be regarded as a whole day in the allowance of per diem in lieu of subsistence in connection with official travel, but for any fractional part of a day one-half of a full day's per diem will be allowed. Provided, that an employee leaving his official station after supper, or arriving at his official station before breakfast, will not be allowed subsistence for those days. The day and hour of beginning and ending travel, and the first and last items of expense incurred, must be clearly stated in the account. When the travel begins and ends the same day, a per diem allowance in lieu of subsistence will not be allowed, but the actual and necessary expenses incurred will be allowed in accordance with the Fiscal Regulations.

The Fiscal Regulations of the Department of Agriculture are amended accordingly.

TRAVEL IN FOREIGN COUNTRIES.

Travel in foreign countries, when authorized, will be performed in accordance with the Fiscal Regulations of the Department, as heretofore.

James Wilson
Secretary.

8—2000

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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August 24, 1912.

GENERAL ORDER NO. 159.

Attention is invited to the following provision in the Act, approved August 24, 1912, making appropriation for Sundry Civil Expenses of the Government for the fiscal year ending June 30, 1913, and for other purposes:

"Sec. 10. That section eight of the District of Columbia appropriation Act, approved June twenty-sixth, nineteen hundred and twelve, shall not take effect or be operative during the fiscal year nineteen hundred and thirteen except to the extent that it prohibits the payment of membership fees or dues in societies or associations: Provided, That during the fiscal year nineteen hundred and thirteen expenses of attendance of officers or employees of the Government at any meeting or convention of members of any society or association shall be incurred only on the written authority and direction of the heads of executive departments or other Government establishments or the Government of the District of Columbia; and a detailed statement of all such expenses incurred from June thirtieth until December first, nineteen hundred and twelve, shall be submitted to Congress on or before January first, nineteen hundred and thirteen."

In conformity with the foregoing provision, expenses of attendance of officers or employees of the Department of Agriculture at any meeting or convention of members of any Society or Association may be incurred, during the fiscal year nineteen hundred and thirteen, only on the written authority and direction of the Secretary, but will not include the payment of membership fees or dues in Societies or Associations. Chiefs of bureaus, independent divisions and officers, will submit their recommendations to the Secretary in each case with full explanation as to necessity, and if approved a formal letter of authorization will be

GENERAL ORDER NO. 159.

August 24, 1912.

Attention is invited to the following provision in the Act, approved August 24, 1912, making appropriation for Sundry Civil Expenses of the Government for the fiscal year ending June 30, 1913, and for other purposes:

"Sec. 10. That section eight of the District of Columbia appropriation Act, approved June twenty-sixth, nineteen hundred and twelve, shall not take effect or be operative during the fiscal year nineteen hundred and thirteen except to the extent that it prohibits the payment of membership fees or dues in associations or associations: Provided, That during the fiscal year nineteen hundred and thirteen expenses of attendance of officers or employees of the Government at any meeting or convention of members of any society or association shall be incurred only on the written authority and direction of the heads of executive departments or other Government establishments or the District of Columbia; and a detailed statement of all such expenses incurred from June thirtieth until December first, nineteen hundred and twelve, shall be submitted to Congress on or before January first, nineteen hundred and thirteen."

In conformity with the foregoing provision, expenses of attendance of officers or employees of the Department of Agriculture at any meeting or convention of members of any Society or Association may be incurred, during the fiscal year nineteen hundred and thirteen, only on the written authority and direction of the Secretary, but will not include the payment of membership fees or dues in Societies or Associations. Chiefs of Bureaus, independent divisions and officers, will submit their recommendations to the Secretary in each case with full explanation as to necessity, and if approved a formal letter of authorization will be

Provided, however, that such per diem allowances as are specified above shall be increased [illegible] Albuquerque, Atlanta, Baltimore, Boston, Buffalo, Chicago, Cincinnati, [illegible] wood, Denver, Detroit, Indianapolis, Kansas City (Mo.), Los Angeles, Milwaukee, Minneapolis, Missoula, New Orleans, New York, Ogden, Philadelphia, Pittsburgh, Portland (Oreg.), Seattle, St. Louis, Saint Paul, Salt Lake City, San Francisco, and Washington, when the traveler remains [illegible] half day or longer [illegible] week, or one meal and one lodging to be considered one-half day). [illegible] for which the higher rate is claimed the account must show plainly that [illegible] were [illegible]

Travel in foreign countries, when authorized, will be performed in accordance with the [illegible]

Secretary.

issued to cover the trip.

All previous orders and letters of authorization in conflict with the above are hereby revoked.

W. M. Hays

Acting Secretary.

issued to cover the trip.

All previous orders and letters of authorization in conflict with the above are hereby revoked.

W. W. Perry

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

289

August 24, 1912.

GENERAL ORDER NO. 160.

Attention is invited to the following provision in the Act, approved August 24, 1912, making appropriations for the Sundry Civil Expenses of the Government for the fiscal year ending June 30, 1913, and for other purposes:

"Sec. 8. After June thirtieth, nineteen hundred and twelve, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principlal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies or Indian agencies, and chiefs of field parties, are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July first, nineteen hundred and twelve, no fee or money paid for the services herein described shall be paid or reimbursed by the United States."

Under the provisions of the foregoing paragraph, all oaths to accounts for travel or other expenses against the Department of Agriculture must be administered by the officials named in the provision without charge, and on and after July 1, 1912, no fee or money paid for administering oaths to such accounts shall be paid or reimbursed by the Department of Agriculture.

All previous orders and fiscal regulations in conflict with the above are hereby revoked.

W. M. Hays

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 24, 1912.

GENERAL ORDER NO. 160.

Attention is invited to the following provision in the Act, approved August 24, 1912, making appropriations for the Sundry Civil Expenses of the Government for the fiscal year ending June 30, 1913, and for other purposes:

"Sec. 8. After June thirtieth, nineteen hundred and twelve, postmasters, assistant postmasters, collectors of customs, collectors of internal revenue, chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose, the superintendent, the acting superintendent, custodian, and principal clerks of the various national parks and other Government reservations, superintendent, acting superintendents, and principal clerks of the different Indian superintendencies or Indian agencies, and chiefs of field parties, are required, empowered, and authorized, when requested, to administer oaths, required by law or otherwise, to accounts for travel or other expenses against the United States, with like force and effect as officers having a seal; for such services when so rendered, or when rendered on demand after said date by notaries public, who at the time are also salaried officers or employees of the United States, no charge shall be made; and on and after July first, nineteen hundred and twelve, no fee or money paid for the services herein described shall be paid or reimbursed by the United States."

Under the provisions of the foregoing paragraph, all oaths to accounts for travel or other expenses against the Department of Agriculture must be administered by the officials named in the provision without charge, and on and after July 1, 1912, no fee or money paid for administering oaths to such accounts shall be paid or reimbursed by the Department of Agriculture.

All previous orders and fiscal regulations in conflict with the above are hereby revoked.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

290

August 23, 1912.

GENERAL ORDER NO. 161.

Attention is invited to the following provision in the Act approved August 23, 1912, making appropriations for the Legislative, Executive, and Judicial expenses of the Government for the fiscal year ending June 30, 1913, and for other purposes:

"Sec. 7. That no money appropriated by this or any other Act shall be expended for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except for long-distance telephone tolls required strictly for the public business, and so shown by vouchers duly sworn to and approved by the head of the department, division, bureau, or office in which the official using such telephone or incurring the expense of such tolls shall be employed."

Under the provisions of the foregoing paragraph, payment by the Department of Agriculture for telephone service in private residences or private apartments, or for tolls or other charges for telephone service from private residences or apartments in the District of Columbia and in the field is prohibited, except for long-distance telephone tolls required strictly for public business, and so shown by vouchers duly sworn to and approved by the Secretary or chief of bureau in which the official or employee using such telephone or incurring the expense of such tolls is employed.

All previous orders and fiscal regulations in conflict with the above are hereby revoked.

W. M. Hays

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 23, 1912.

GENERAL ORDER NO. 161.

Attention is invited to the following provision in the Act approved August 23, 1912, making appropriations for the Legislative, Executive, and Judicial expenses of the Government for the fiscal year ending June 30, 1913, and for other purposes:

"Sec. 7. That no money appropriated by this or any other Act shall be expended for telephone service installed in any private residence or private apartment or for tolls or other charges for telephone service from private residences or private apartments, except for long-distance telephone tolls required strictly for the public business, and so shown by vouchers duly sworn to and approved by the head of the department, division, bureau, or office in which the official using such telephone or incurring the expense of such tolls shall be employed."

Under the provisions of the foregoing paragraph, payment by the Department of Agriculture for telephone service in private residences or private apartments, or for tolls or other charges for telephone service from private residences or apartments in the District of Columbia and in the field is prohibited, except for long-distance telephone tolls required strictly for public business, and so shown by vouchers duly sworn to and approved by the Secretary or chief of bureau in which the official or employee using such telephone or incurring the expense of such tolls is employed.

All previous orders and fiscal regulations in conflict with the above are hereby revoked.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

291 ✓

August 29, 1912.

GENERAL ORDER NO. 162.

Employees Authorized to Hold Certain Municipal Offices.

The following Executive Order is published for the information and guidance of the officers and employees of the Department of Agriculture:

"EXECUTIVE ORDER."

"The temporary office of moderator of a town meeting and offices of a like character are hereby excepted from the operation of the Executive order of January 17, 1873, prohibiting persons in the Federal civil service from holding office under the charter or ordinances of any municipal corporation, and may be held by persons in the executive civil service. Membership in the civil service ought not to prevent an employee from taking part in the ordinary municipal affairs of the community in which he lives, where that part does not involve permanent service but only such a temporary duty as that of acting as chairman of a municipal business meeting, where such service is not compensated by any salary or other emolument, and where the attention required by such service does not interfere with the regular and efficient discharge of the duties of the Federal office held.

"In the exercise of the privilege granted by this order officers and employees must not neglect their official duties and must not engage in national, State, or county political activity in violation of the civil service rules; and in seeking the local offices named or in performing the duties thereof employees shall not use the authority or influence of their federal positions nor take an active part in political management or in political campaigns."

"WM. H. TAFT."

"The White House, April 8, 1912."

Close attention to and strict observance of the above Executive Order is hereby enjoined upon each and every one in the Department of Agriculture.

W. M. Hays

Attest:
C. C. CLARK,
Chief Clerk.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 29, 1912.

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"WM. H. TAFT."

"The White House, April 8, 1912."

Close attention to and strict observance of the above Executive order is hereby enjoined upon each and every one in the Department of Agriculture.

Wm. Hoop

Attest:
C. C. CLARK,
Chief Clerk.

Acting Secretary.

United States Department of Agriculture,
Office of the Secretary,
Washington, D. C.

292

AUGUST 30, 1912.

GENERAL ORDER NO. 163.

Procedure to be followed in case of removal of persons in the classified civil service of the United States;

The right to petition Congress and to furnish information, etc.

The following extract from the act making appropriations for the service of the Post Office Department for the fiscal year 1913, H. R. 21279, approved August 24, 1912, is quoted for the information and guidance of the officers and employees of the Department of Agriculture:

"SEC. 6. That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notices of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same: *Provided, however*, That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements of condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said postal service, or the presenting by any such person or persons of any grievance or grievances to the Congress or any Member thereof shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service. The right of persons employed in the civil service of the United States either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either House of Congress, or to any committee or member thereof, shall not be denied or interfered with."

W. M. HAYS,
Acting Secretary.

Attest:
C. C. CLARK,
Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 3, 1912.

GENERAL ORDER NO. 164.

Attention is invited to the following Executive Order amending Subdivisions I and IX of Schedule A of the Civil Service Rules, respecting appointments to positions excepted from examination by the Civil Service Commission.

"Subdivision I of Schedule A of the Civil Service Rules will be amended by the addition of a section containing the substance of the Executive order of December 1, 1910, and reading as follows:

15. Positions of unusual character as to duties or compensation and for which qualified persons are so rare that in the judgment of the Commission they can not in the interests of good civil service administration be filled through competitive examination. Prior consent of the Commission must be obtained for appointments under this clause.

Subdivision IX of Schedule A will be amended by striking out section I thereunder and substituting the following:

1a. Agents employed in field positions the work of which is financed jointly by the Department and cooperating persons or organizations outside the Federal service.

b. Local agents outside of Washington, engaged in demonstrating in their respective localities the advantages of scientific methods of agriculture. Agents of this class must be representative farmers whose ability and personality make them leaders in their respective communities.

c. Local Agents, except veterinarians, employed outside of Washington in demonstrating in their respective localities the necessity of eradicating cattle ticks, scabies, hog cholera and animal tuberculosis, and other contagious or infectious animal diseases.

d. Agents employed in positions at such isolated places and requiring such knowledge of local conditions that they can not in the opinion of the Commission be filled by open competitive examination.

e. Agents employed intermittently for short periods outside of Washington, the aggregate individual length of whose service during any one calendar year shall not exceed six months, provided that employment under this provision shall not be for job work such as contemplated in section 4 of Rule VIII. The name of the employee, designation, rate of pay, and place of employment shall be shown in the periodical reports of changes; and in addition the aggregate individual service rendered and the distribution of such service during the year shall be shown in the report of changes at the end of each year or when the employee is separated from the service.

f. Student assistants whose salary shall not exceed a rate of $300

a year each while employed.

Prior consent of the Commission must be obtained for the appointment of agents under clause (d) above; and in making appointments under clauses (a), (b), (c), (e), and (f), a full report shall be submitted immediately by the Department to the Commission setting forth the name, designation and compensation of the appointee, and a statement of the duties to which he is to be assigned, and of his qualifications for such duties, in such detail as to indicate clearly that the appointment is properly made under one of the above clauses. The same procedure shall be followed in the case of the assignment of any agent to duties of a different character.

The Civil Service Commission recommends this order.

Wm. H. Taft,

The White House,
August 26, 1912.

(No. 1592)

In order to properly carry out the Executive Order referred to, it will be necessary for the officer making the recommendation for the appointment of Agents to specify under what class of Subdivision IX of Schedule A (Agent 1a, 1b, etc.) the appointment is recommended. The Statement should also give the name, compensation, designation, qualifications for appointment, and duties of the position to which it is proposed to assign the appointee. The statement concerning qualifications and duties of position should be made in such detail as will enable the Civil Service Commission to determine whether the appointment is made under the proper class of Agents specified in Subdivision IX of Schedule A (Agent 1a, 1b, etc.). The necessary forms for compiling this information will be furnished by the Appointment Clerk. The statement referred to must accompany the recommendation for appointment, and no appointment will be made until such statement is received by the Appointment Clerk.

W. M. Hays

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

2485 ✓

September 17, 1912.

GENERAL ORDER NO. 165.

The following provision in the Act, approved August 26, 1912, making appropriations to supply deficiencies in appropriations for the fiscal year nineteen hundred and twelve and for prior years, and for other purposes (Public No. 340), is quoted for the information and guidance of the officers and employees of the Department of Agriculture:

"Sec. 7. No part of any money contained herein or hereafter appropriated in lump sum shall be available for the payment of personal services at a rate of compensation in excess of that paid for the same or similar services during the fiscal year nineteen hundred and twelve; nor shall any person employed at a specific salary be hereafter transferred and hereafter paid from a lump-sum appropriation a rate of compensation greater than such specific salary, and the heads of departments shall cause this provision to be enforced."

W. M. Hays

Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 17, 1918.

GENERAL ORDER NO. 165.

The following provision in the Act, approved August 25, 1916,
making appropriations to supply deficiencies in appropriations for the
fiscal year nineteen hundred and twelve and for prior years, and for
other purposes (Public No. 310), is quoted for the information and
guidance of the officers and employes of the Department of Agricul-

"Sec. 7. No part of any money contained herein or hereafter
appropriated in lump sum shall be available for the payment of any
personal services at a rate of compensation in excess of that paid for
the same or similar services during the fiscal year ninety-seven hundred
and twenty; nor shall any person be employed at a specific salary by
reason of transfer, reclassification, or otherwise, and the
head of each executive [illegible] a rate of compensation greater than
the rate of compensation received by any [illegible] duties
[illegible] to be performed."

Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

September 30, 1912.

GENERAL ORDER NO. 166.

DISTRIBUTION OF DOCUMENTS.

On and after October 1, 1912, the mailing of publications for public distribution by the Department of Agriculture will be discontinued in accordance with the provisions of Section 8 of the Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1913, and such mailing will after that date be done at the Government Printing Office, to which all regular mailing lists will be turned over. All publications will be distributed by the Government Printing Office only upon orders from the Chief of the Division of Publications.

Chiefs of Bureaus, Divisions, and Offices in submitting the manuscripts of publications will be required to indicate on the scheme of distribution by the use of key numbers the particular portions of their Bureau mailing lists that are to be supplied with the publication. The scheme of distribution, with full instructions, will be forwarded to the Public Printer by the Editor and Chief of the Division of Publications with the requsition for printing, and when the publication is issued the mailing to all regular lists will take place at the Government Printing Office. The author's quota and the 100 copies for the use of the originating Bureau, Division, or Office will be issued as heretofore for office use. When it is desired to send a copy of a publication, the Chief of the Bureau, Division, or Office can make a request accompanied by an addressed frank, if preferred, upon the Editor and Chief of the Division of Publications, using the blank forms now in use. The Division of Publications will keep on hand a limited supply of all publications, which may be furnished to Bureaus, Divisions, and Offices for official use, not for mailing, except where it is absolutely necessary to inclose a publication in a letter.

All correspondence in regard to publications, including that with Senators, Representatives, and Delegates in Congress, will continue to be conducted by the Division of Publications. Orders, instructions, decisions, notices, and all circulars of information are excepted from the operation of the law above mentioned, and the mailing of the same will be lawful. It is desired that so far as practicable the mailing be intrusted to the Division of Publications, where

a considerable amount of such work has heretofore been done, and provision will be made for its continuance.

Unless there is a great and continuous popular demand for a publication, after the original edition is exhausted, reprints will not be authorized, and applicants will be referred by the Chief of the Division of Publications to the Superintendent of Documents, Government Printing Office, from whom they can always be obtained under the law upon the payment of a nominal charge.

In the expenditure of the printing fund, the Editor and Chief of the Division of Publications is authorized to give preference to new publications containing the results of the Department's investigations and to emergency publications containing information that should receive the widest possible distribution.

James Wilson

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 7, 1912.

GENERAL ORDER NO. 167.

Purchase of Stationery, Office Supplies, Etc. from the Contingent Fund, and Transfer to the Various Bureaus.

The Act Making Appropriations for the Department of Agriculture for the Fiscal Year ending June 30, 1913, under the heading "Contingent Expenses, Department of Agriculture", provides, among other things:

> That hereafter the Secretary of Agriculture may purchase stationery, supplies, furniture, and miscellaneous materials from this appropriation and transfer the same at actual cost to the various bureaus, divisions, and offices of the Department of Agriculture in the city of Washington, reimbursement therefor to be made to this appropriation by said bureaus, divisions, and offices from their lump-fund appropriations by transfer settlements through the Treasury Department.

Within the purview of this provision the various bureaus, divisions and offices of the Department are directed to secure, on stores requisition, all stationery, office supplies and miscellaneous materials, which are carried in stock by the Supply Division of the Department. The Chief of the Supply Division will keep on hand a stock of such supplies in particular use by the various bureaus, and furnish to the chiefs of the offices, from time to time, lists of the items carried in stock.

James Wilson
Secretary.

Attest:

C. C. CLARK,
Chief Clerk.

November 8, 1912.

The following comprises the list of articles to be carried in stock of the Supply Division at all times, available for issue on Stores Requistion. Any article not included in this list that appears on the Department contract, used by two or more Bureaus, will be purchased and carried in Stores, if desired. Further information regarding this list will be cheerfully given by the Chief of the Supply Division.

Bands, Rubber
Baskets, Desk
Baskets, Waste
Blotters, Murray
Books, Copy
Books, Memorandum
Books, Stenographer Note
Books, Record
Brooms, Whisk
Brushes, Toilet
Brushes, Typewriter

Chamois
Clips, Letter
Clips, "Gem"
Clips, "Ideal"
Cloths, Copy
Combs, Toilet
Cotton
Cups, Sponge
Cuspidors

Dusters, Feather

Envelopes, Manila
Envelopes, White
Envelope Openers
Eradicator, Ink
Erasers, Rubber
Erasers, Steel
Eyelets

Fasteners , Pape r
Folders, Bone

G lue

Holders, Copy

Ink. Fountain Pen
Ink, Higgin's
Ink, Red
Ink, Stamp
Ink, Writing
~~Inkstands~~

Lye

Mops
Mucilage

Oil Board
Oil, Typewriter
Oilers

Pads,Desk
Pads, Stamp
Paper, Blotting
Paper, Carbon
Paper, Fly
Paper, Foolscap
Paper, Manifold
Paper, Typewriting
Paper, Wrapping
Paste
Pencils
Penholders
Pens, Ruling
Pens, Writing
Pins, Bank
Pins, Pyramid

Receptacles, Mucilage
Ribbons, Typewriter
Rulers

Shears
Shields, Eraser
Soap, Laundry
Soap, Toilet
Sponges
Sponge Cups

Tablets
Tacks, Carpet
Tacks, Thumb
Tape, Adhesive
Tape, Red
Towels, Hand
Towels, Laboratory
Towels, Roller
Traps, Mouse
Traps, Rat
Tumblers
Twine

Wax, Sealing
Weights, Paper

Respectfully,

Lee B Lower
Chief of Supply Division.

November 8, 1912.

The following comprises the list of articles to be carried in stock of the Supply Division at all times, available for issue on Stores Requisition. Any articles not included in this list that appears on the Department contract, must by two or more Bureaus, with the proper authority and carried in Stores, if desired. Further information regarding this list will be cheerfully given by the Chief of the Supply Division.

Bands, Rubber
Baskets, Desk
Baskets, Waste
Blotters, Surface
Books, Copy
Books, Memorandum
Books, Stenographer Note
Books, Record
Brooms, Whisk
Brushes, Toilet
Brushes, Typewriter

Chamois

Clips, Letter
Clips, "Gem"
Clips, "Ideal"
Cloths, Copy
Combs, Toilet
Cotton
Cups, Sponge
Cuspidors

Dusters, Feather

Envelopes, Manila
Envelopes, White
Envelope Openers
Eradicator, Ink
Erasers, Rubber
Erasers, Steel
Eyelets

Fasteners, Paper
Folders, Zone

Glue

Holders, Copy

Ink, Fountain Pen
Ink, Higgin's
Ink, Red
Ink, Stamp
Ink, Writing

Pads, Desk
Pads, Blank
Paper, Blotting
Paper, Carbon
Paper, Fly
Paper, Manifold
Paper, Typewriting
Paper, Wrapping
Pasts
Pencils
Penholders
Pens, Ruling
Pens, Writing
Pins, Bank
Pins, Pyramid

Receptacles, Mucilage
Ribbons, Typewriter
Rulers

Shears
Shields, Erasor
Soap, Laundry
Soap, Toilet
Sponges
Sponge Cups

Tablets
Tacks, Carpet
Tacks, Thumb
Tape, Adhesive
Tape, Red
Towels, Hand
Towels, Laboratory
Towels, Roller
Trays, Mouse
Trays, Rat
Tumblers
Twine

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

298

October 11, 1912.

GENERAL ORDER NO. 168.

General Order No. 143 is hereby amended as follows:

Dr. Marion Dorset, of the Bureau of Animal Industry, Chairman, is relieved of further service on the Insecticide & Fungicide Board at his own request.

Dr. J. K. Haywood, of the Bureau of Chemistry, is appointed chairman, vice Dr. Dorset.

Dr. James A. Emery is appointed as the representative of the Bureau of Animal Industry on the Board.

James Wilson
Secretary.

Attest:

C. C. Clark,
Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 17, 1912.

GENERAL ORDER NO.169.

(Supplementing General Order 147.)

Dr. Carl L. Alsberg, Chief of the Bureau of Chemistry, is hereby designated to fill the vacancy on the Board of Food and Drug Inspection and to be Chairman thereof.

James Wilson
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 11, 1913.

GENERAL ORDER NO. 170.

Dr. Willard D. Bigelow, Assistant Chief of the Bureau of Chemistry, is hereby designated to act as Member of the Board of Food and Drug Inspection, in addition to his duties as Assistant Chief of Bureau.

James Wilson
Secretary.

Abst. for file in mail

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY.
WASHINGTON

304.

GENERAL ORDER NO. 171. January 15, 1913.

EMERGENCY MEDICAL ATTENDANCE; AND CONTAGIOUS DISEASES.

For the benefit of employees and others who may be injured or taken suddenly ill while in the buildings or upon the grounds of this Department, a medical service has been instituted, and the following named physicians are hereby directed to immediately respond to any emergency call made upon them by any employee of the Department. In every instance the nearest physician must be called first, but in the event of his absence any of the other physicians may be called.

Name of Physician.	Location.	Inside Telephone Call.
Dr. H. W. Barker,	Statistics,	37 or 131.
Dr. L. F. Kebler,	Chemistry,	135.
Dr. F. P. Morgan,	Chemistry,	135.
Dr. J. R. Mohler,	East Wing,	67.
Dr. C. C. Fletcher,	East Wing,	124 - 1 ring.
Dr. C. N. McBryde,	East Wing,	9.
Dr. C. V. Grant,	West Wing,	128.
Dr. L. W. Fetzer,	220 14th St.,	29

Medical cabinets containing first-aid equipment have been located as follows:

Location of Cabinet.	Location of Key.
East Wing, Pathological Div., B.A.I.,	Dr. Mohler.
East Wing, Bureau of Soils,	Mr. Rice.
West Wing, Room 225,	Mr. J. E. Jones.
Chemistry Building, Drug Division,	Dr. Kebler.
Document Section,	Mr. Cleary.
Office of Public Roads, Chief Clerk,	Mr. Wyatt.
1362 B Street, B.A.I.,	Mr. Watson.
220 14th Street, B.P.I.,	Dr. Fairchild.
224 12th Street, B.P.I.,	Prof. Spillman.
Main Building, Office of Chief Clerk,	Dr. Clark.
Bureau of Statistics,	Mr. Kelsey.
Mechanical Shops,	Mr. Eaton.

These cabinets have two compartments. In the outer compartment, the key to which can be obtained at the location above given, will be placed various first-aid necessities, and it will be accessible to any employee under the supervision of the person intrusted with the key. The inner cabinet is to be opened only by a duly authorized physician.

The supplying of materials for these cabinets, and periodical inspection of same, shall be attended to by Dr. H. W. Barker.

Reports of accidents and emergency cases shall be made to the Chief Clerk of the Department by the attending physicians.

No employee of this Department who has any contagious disease shall enter any building of the Department; and no employee residing in any dwelling house or apartment in which any case of contagious disease exists shall enter any building of the Department until he or she shall have presented to the Chief Clerk of the Department a satisfactory certificate.

James Wilson
Secretary.

Attest:
C. C. Clark,
Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

BUREAU OF ANIMAL INDUSTRY
No. 383
Rec'd FEB 11 1913
Ans'd
Cls.
By

February 10, 1913.

GENERAL ORDER NO. 172.

305

Attention is called to previous orders of the Department in regard to the prohibition of smoking in any buildings of the Department, and the accumulation of waste paper and refuse, and the storing of inflammable materials in the buildings.*

Directions are hereby given that there shall be no smoking whatsoever by any employees or other persons, in any building occupied by the Department, at all times. Any violation of this order should be reported at once to the Secretary's Office, and may be considered sufficient cause for dismissal.

All stock and supplies of alcohol, ether, and other inflammable supplies, other than in small laboratory lots, should be removed from and stored outside of all buildings occupied by the Department, except those specially constructed for that purpose.

All rooms and all offices, store rooms, etc., in the Department buildings should be left unlocked so the watchmen can readily secure access to the rooms during the night. In the event that it is absolutely necessary to lock certain rooms, special permits should be secured from the Chief Clerk of the Department for the purpose, and the watchmen should be supplied with keys to specially locked rooms, with personal instructions as to the quickest method of securing access thereto.

James Wilson
Secretary.

Attest:

C. C. CLARK,

Chief Clerk.

*General Order No. 5,
Rules and Regulations of December 19, 1901,
Special Order of May 22, 1911.

File in book

306 ✓

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 14, 1913.

GENERAL ORDER NO. 173.

WATCH SERVICE OF THE DEPARTMENT.

It is hereby ordered that the watch service be placed in charge of the Chief Clerk and Custodian of Buildings of the Department; and all regulations relating thereto; the establishment of stations; assignment of watchmen, etc. (excepting the Weather Bureau and Forest Service), shall be subject to the direction of the Chief Clerk and Custodian, and all employees engaged in watch duty will be subject to his orders.

This Order amends General Order No. 82, of January 16, 1905 and February 8, 1906, in so far as it relates to the watch service and the Captain of the Watch.

James Wilson
Secretary.

Attest:

C. C. CLARK,
Chief Clerk.

UNITED STATES DEPARTMENT OF AGRICULTURE,
Office of the Secretary.

307

February 20, 1913.

Administration of oaths by Chief Clerks * * * Amending General Order No. 160

General Order No. 174.

Attention is invited to a decision of the Comptroller of the Treasury, dated October 29, 1912, in which he holds:

> "That provision of the act authorizing such oaths to be administered by 'chief clerks of the various executive departments and bureaus, or clerks designated by them for the purpose,' is understood to have reference to the executive departments at Washington and bureaus thereof. Had Congress intended to give an unlimited power to these chief clerks to designate other clerks to administer such oaths, regardless of the latter's service or location, it would appear to have been unnecessary to further enumerate, as the act does, the following clerks, viz, 'Principal clerks of the various national parks and other Government reservations * * * and principal clerks of the different Indian superintendencies or Indian agencies'."

In future, jurats to accounts for travel or other expenses against the Department of Agriculture will not be accepted, if made before clerks not in the Department at Washington, or other persons not designated by Section 8 of the Act approved August 24, 1912, unless such other persons are otherwise empowered to administer oaths, for which no reimbursement will be allowed.

General Order No. 160 is hereby amended accordingly.

James Wilson

Secretary.

File in book

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

308

March 6, 1913.

GENERAL ORDER NO. 175.

To all officers and employees of the Department of Agriculture.

It is hereby ordered that all rules, regulations, general orders, circulars, purchase orders, letters of authorization, fiscal regulations, contracts, leases, and agreements heretofore issued by the Secretary of Agriculture, and in force on March 5, 1913, will continue in force and operation until otherwise changed.

D. F. Houston

Secretary of Agriculture.

Attest:

J. L. Clark.

Chief Clerk.

March 6, 1913.

GENERAL ORDER NO. 172.

Secretary of Agriculture.

Attest:

Chief Clerk.